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ABSTRACT

Intended for Foster Grandparent Program (FGP) project sponsors and staff, as well as for advisory council members and ACTION staff, this handbook provides guidance for the management and operation of FGP projects based on the provisions of Public Law 93-113. An introductory chapter provides basic information and definitions, and in the 10 remaining chapters the following topics are discussed in turn: (1) project operation; (2) the advisory council; (3) project staff; (4) volunteer stations; (5) foster grandparent assignments; (6) foster grandparents; (7) foster grandparent benefits; (8) project management; (9) reports and recordkeeping; and (10) community relations. A total of 13 appendices provide (1) key provisions of the Domestic Volunteer Service Act of 1973, as amended (Public Law 93-113); (2) federal register rules and regulations concerning the FGP-Part 1208; (3) federal register rules and regulations concerning nondisplacement of employed workers and nonimpairment of contracts for service; (4) a sample description for the position of project director; (5) a sample memorandum concerning understanding between sponsors and volunteer stations; (6) a sample letter of agreement between an FGP and a volunteer station concerning volunteer placement; (7) a sample FGP child care plan; (8) federal register notices of income eligibility levels for FGP's and senior companion programs; (9) an FGP volunteer application form; (10) an FGP annual income review; (11) a volunteer enrollment record and insurance form; (12) a progress report on older American volunteer programs; and (13) a project profile and volunteer activity survey form for older American volunteer programs. (RH)

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Foster Grandparent Program Handbook

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CHAPTER 1

INTRODUCTION

1. PURPOSE OF HANDBOOK

This Handbook has been developed for use of Foster Grandparent Program (FGP) project sponsors and project staff, Advisory Council members and ACTION staff. It contains guidance for the management and operation of FGP projects based on the provisions of P.L. 93-113 (see Appendix 1 for key provisions). For definitive guidance on fiscal matters, consult ACTION Handbook 2650.2, entitled Grants Management Handbook for Grantees. Foster Grandparent Program regulations are published in Title 45, Chapter XII, Part 1208 of the Code of Federal Regulations (see Appendix 2). Questions concerning the contents of this Handbook should be referred to the ACTION State Office serving your state.

2. DEFINITION OF TERMS

Act is the Domestic Volunteer Service Act of 1973, as amended (Public Law 93-113, 87 Stat. 394, 42 U.S.C. 4951).

Advisory Council is a group of persons formally organized by the project sponsor for the purpose of advising and supporting the sponsor in operating the project effectively.

Agency is the Federal ACTION agency.

Assignment refers to the activities to be performed by the volunteers, preferably described in a written assignment description, after placement at the volunteer station by the FGP project. Assignment also refers to the action taken to designate or assign the volunteer's functions or responsibilities.

Child is any individual under 21 years of age.

Children Having Exceptional Needs are those who are developmentally disabled, such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy; are visually handicapped, speech impaired, hearing impaired, orthopedically impaired, multi-handicapped, emotionally disturbed, or have a language disorder, specific learning disability or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate

professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist or educator before a Foster Grandparent is assigned to the child.

Children with special needs includes those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teen-age parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Deinstitutionalization is the preparation and movement of a child from a long-term residential care facility to enable the child to function within the family and/or the community.

Direct Benefits are stipends, transportation, annual physical examination, meals, volunteer insurance, recognition and uniforms, included in the budget as volunteer expenses.

Director is the Director of ACTION.

Family means persons related by blood, marriage or adoption.

Federally recognized Indian tribal government means the governing body or a govermental agency of any Indian tribe, band, nation, or other organized group or community (including any Native village as defined in Section 3 of the Alaska Native Claims Settlement Act, 85 Stat. 688) certified by the Secretary of Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

Handbook is this Handbook which contains policies for implementing program regulations.

Handicapped is a person or persons having physical or mental impairments that substantially limit one or more major life activities.

Hard-To-Reach individuals are those who are physically or socially isolated because of factors such as language, disability, or inadequate transportation.

Household refers to related or unrelated persons living under the same roof and sharing common living expenses.

Independent Living refers to a child's capacity to function outside a residential care facility in a family or community setting.

Individual Care or Treatment Plan is a written description of a Foster Grandparent's assignment with a child. The plan defines the goals for the child to be attained through the relationship with a Foster Grandparent and the specific activities to be performed by the Foster Grandparent in the assignment.

In-home refers to non-institutional assignment of a Foster Grandparent in a private residence, a foster home or a group home.

In-service Training refers to group meetings scheduled for a minimum of four hours each month, arranged by the sponsor and volunteer station staff to provide Foster Grandparents with expanded knowledge about assignment-related activities, supportive services available to them in the community, and subjects of special interest.

Letter of Agreement is a written agreement between a volunteer station, the project sponsor, and the person or persons legally responsible for the child served. It authorizes the assignment of a Foster Grandparent in the child's home, defines Foster Grandparent activities and delineates the specific arrangements for supervision.

Local Support refers to contributions to the budget from non-ACTION resources in cash or allowable in-kind contributions or a combination of both. This may include funds from certain other Federal agencies, as permitted by law.

Memorandum of Understanding is a written statement prepared and signed by the Foster Grandparent Program project sponsor and the volunteer station which identifies project requirements, working relationships and mutual responsibilities.

OAVP refers to the Older American Volunteer Programs, which include: the Foster Grandparent Program, the Senior Companion Program, and the Retired Senior Volunteer Program.

Parent is a natural parent or a person acting in place of a natural parent, such as a child's natural grandparent or a step-parent with whom the child lives. The term includes otherwise unrelated individuals who are legally responsible for a child's welfare.

Placement means the referral of an FGP volunteer to a volunteer station for assignment in response to a request by the volunteer station.

Project is the locally planned and implemented Foster Grandparent Program activity as agreed upon between ACTION and the sponsor.

Service Area is a geographically defined area in which Foster Grandparents are recruited, enrolled, and placed on assignments.

Service Schedule is the 20 hours per week that a Foster Grandparent serves.

Sponsor is a public agency or private non-profit organization which is responsible for the operation of the Foster Grandparent Program project.

Stipend is a payment to Foster Grandparents to enable them to serve without cost to themselves.

United States and States mean the several states, the District of Columbia, the Virgin Islands, Puerto Rico, Guam, American Samoa and the Trust Territory of the Pacific Islands.

Volunteer Service Year is a term used for budget purposes which equals 1,044 hours per volunteer per year.

Volunteer Station is a public agency or private non-profit organization or proprietary health care agency or organization that accepts the responsibility for assignment and supervision of Foster Grandparents in health, education, welfare or related settings such as private homes, hospitals, homes for dependent and neglected children or similar establishments. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Private homes are not volunteer stations.

3. PURPOSE AND GOALS

a. Purpose

The Foster Grandparent Program (FGP) is authorized under Title II, Part B, of the Domestic Volunteer Service Act of 1973, as amended (Public Law 93-113). The dual purpose of the program is to provide opportunities for low-income persons aged 60 or over to give

supportive person-to-person service in health, education, welfare or related settings and to help alleviate the physical, mental, or emotional problems of children having exceptional or special needs.

b. Goals

The goals of the Foster Grandparent Program are to:

(1) enable low-income persons aged 60 and over to remain physically and mentally active and to enhance their self-esteem through continued participation in needed community services.

(2) enable children with either exceptional or special needs to achieve improved physical, mental, emotional and social development, thereby helping them attain independent living.

4. HISTORY OF FGP

The Foster Grandparent Program began on August 28, 1965, as a national demonstration effort. It showed how low-income persons aged 60 or over have the maturity and experience to establish a personal relationship with children having either exceptional or special needs. Under the Office of Economic Opportunity's (OEO) enabling legislation, sections 205 and 207, Title 20A of the Economic Opportunity Act of 1964, as amended, FGP began as an employment program.

An agreement between OEO and the Administration on Aging (AOA), resulted in funding of 21 FGP project sponsors. The volunteers were placed in more than 45 institutions. About 800 Foster Grandparents were employed to provide care and attention to children up to five years of age in institutional and community settings.

By 1968 a total of 68 FGP projects had been developed and funded in 40 States and in Puerto Rico. There were 4,100 Foster Grandparents enrolled, assisting over 10,000 children in health, education, welfare, and related settings. OEO funding (no separate FGP authorization existed at this time) amounted to almost $10 million in fiscal year 1968.

Funding authority was transferred to AOA in 1969 under Title 6 of the Older Americans Act, as amended. At this time, FGP became a stipended volunteer program with low income elderly, ages 60 or over, continuing to serve children up through 17 years of age.

Under Reorganization Plan No. 1 of July 1, 1971, FGP was transferred to the newly created federal agency, ACTION. During fiscal year 1972 the number of projects increased to 133 in 50 States, the District of Columbia, Puerto Rico, and the Virgin Islands. Annual appropriations amounted to $25 million, supporting over 10,000 Foster Grandparents. The Domestic Volunteer Service Act (DVSA) of 1973 (Public Law 93-113) replaced Title 6 of the Older Americans Act as ACTION's enabling legislation.

The 1976 amendments to the DVSA defined "child" and "children" as any individual or individuals who are less than 21 years of age. Those amendments also included a stipulation that a Foster Grandparent's relationship with a mentally retarded child may, under certain circumstances, be continued after the child reaches the chronological age of 21.

In Fiscal Years 1981, 1982, and 1983, FGP's federal funding level has been $48.4 million annually. At the end of FY-1982, some 18,549 Foster Grandparents were serving approximately 65,000 children on a given day. ACTION-funded Foster Grandparents numbered 16,871. Another 1,373 were funded from non-ACTION sources and an additional 305 were in seven Michigan projects funded entirely by non-ACTION sources.

FGP is administered as a separate branch within the office of Older American Volunteer Programs (OAVP). Program missions continue to concentrate on the low-income elderly and the children they assist.

5. WHAT FOSTER GRANDPARENTS DO

Major Foster Grandparent activities under professional supervision include assistance to the following:

a. institutionalized children: in self-care, motor skills, stimulation, and in learning experiences, as well as assisting these children to achieve independent living whenever possible;

b. children in public schools, in state schools, in private schools and in alternative schools: with emotional support, individual child counseling, in development of basic learning skills, facilitating children's progress and to help prevent or delay their being placed in an institution;

c. adolescents and youth in correctional facilities: to mitigate the effects of institutionalization, assist in

creating a family atmosphere, act as a community link, help the incarcerated youth prepare for independent living;

d. status offenders and delinquent youth offenders. to help them remain in the community as an alternative to institutional commitment;

e. the prevention of juvenile delinquency;

f. abused or neglected children. to regain stability through contact with older adults who act as adult role models and provide the children with emotional support and empathy;

g. public agencies and private organizations enabling them to fulfill their legally-defined responsibilities to exceptional children or to children with special needs, and insofar as possible to the parents of the children.

CHAPTER 2

PROJECT OPERATION

6. SPONSOR ELIGIBLITY

a. ACTION will award grants only to public agencies and private non-profit organizations in the United States which have the authority to accept and the capability to administer such grants.

b. Solicitation of Proposals

Any eligible organization may file an application for a grant. Applicants may also be solicited by ACTION pursuant to its objective of achieving equitable program resource distribution. Solicited applications are not assured of selection or approval and may have to compete with other solicited or unsolicited applications.

c. Non-ACTION Funded Projects

(1) If an eligible agency or organization wishes to sponsor a project without ACTION funding and wishes to receive technical assistance and materials from ACTION, it must sign a Memorandum of Agreement with ACTION identifying mutual responsibilities and certifying its intent to comply with ACTION regulations.

(2) A non-ACTION funded project sponsor's noncompliance with the Memorandum of Agreement may result in suspension or termination of ACTION's technical assistance to the project.

(3) Termination of the agreement by either the project sponsor or ACTION will result in loss of the tax exempt status of volunteer direct benefits allowable to Foster Grandparents and loss of coverage by the statutory provision that receipt of the stipend will not affect the volunteer's eligibility for any governmental assistance.

(4) Entry into a Memorandum of Agreement with a sponsoring agency which does not receive ACTION funds will not, under any circumstances, create a financial obligation on the part of ACTION for costs associated with the project including increases in required payments to volunteers which may result from changes in the Act or in ACTION regulations.

This does not preclude the sponsor from applying for ACTION funds, nor does it preclude ACTION from awarding funds to such a sponsor.

d. Characteristics of a Sponsor

Desirable characteristics of a potential FGP sponsor include:

(1) a dedicated interest in or involvement with efforts to resolve community problems, especially problems of the elderly poor and of children with exceptional or special needs;

(2) good working relationships with a variety of community agencies and organizations;

(3) experience in developing volunteer service opportunities;

(4) a strong base of local financial support for social service programs, and the capacity to develop additional sources of local funding;

(5) an established commitment and past experience in improving the quality of life for low-income older adults or children with exceptional or special needs in the community;

(6) the capability to employ project staff who have the experience and skill to assume direct responsibility for project management;

(7) a governing body or agency board which understands and endorses the nature and purpose of the project;

(8) management capability to establish programs in a manner to assure fiscal and programmatic quality controls, compliance with ACTION policy and procedures and reasonable progress toward stated goals.

7. SPONSOR RESPONSIBILITIES

a. The sponsor is responsible for all programmatic and fiscal aspects of the project and may not delegate or contract this responsibility to another entity.

The sponsor has the responsibility to:

(1) employ, supervise, and support a Project Director, who will be directly responsible to the sponsor

for the management of the project, including selection, training, and supervision of project staff;

(2) establish, orient, and support an independent project Advisory Council;

(3) provide for the recruitment, assignment, supervision and support of Foster Grandparents. Special efforts are to be made to recruit and assign persons from minority groups, handicapped and hard-to-reach individuals, and groups in the community which are underrepresented in the project. The sponsor will stress the recruitment and enrollment of persons not already volunteering;

(4) provide financial and in-kind support to fulfill the project's local share commitment;

(5) provide Foster Grandparents with not less than the minimum accident, personal liability, and excess auto liability insurance required by ACTION;

(6) provide for appropriate recognition of the Foster Grandparents and their activities;

(7) establish personnel practices, including provision of position descriptions for project staff, and service policies for Foster Grandparents, including grievance and appeal procedures for both volunteers and project staff;

(8) ensure compliance with the "Special Limitations" in paragraph 8 of this Handbook;

(9) maintain project records in accordance with generally accepted accounting practice and provide for the accurate and timely preparation and submission of reports required by ACTION;

(10) develop Foster Grandparent service opportunities through volunteer stations;

(11) obtain ACTION concurrence in the selection of volunteer stations prior to Foster Grandparent placement.

(12) negotiate, prior to placement of Foster Grandparents, a written Memorandum of Understanding with each volunteer station, identifying sponsor responsibilities, volunteer station responsibilities, and joint responsibilities;

(13) orient volunteer station staff to the program and its activities;

(14) provide not less than 40 hours of pre-service orientation to the Foster Grandparents;

(15) arrange group in-service training for Foster Grandparents for a minimum of four hours each month;

(16) provide or arrange for direct benefits (insurance, meals, physical examinations, recognition, stipends, transportation, and uniforms if needed) for the Foster Grandparents in a timely manner;

(17) ensure provision for volunteer safety;

(18) comply with program regulations, policies and procedures prescribed by ACTION;

(19) ensure appropriate liability insurance is maintained for owned, non-owned, or hired vehicles used in the project. This shall include liability insurance with minimum limits of $100,000 each person and $300,000 each occurrence for bodily injury, and $50,000 each occurrence for property damage or, if a single-limit policy is issued, $300,000 each accident;

(20) develop a realistic transportation plan for the project based on lowest cost transportation modes;

(21) conduct an annual appraisal of volunteers' performance and an annual review of volunteers' income eligibility.

b. The sponsor shall also abide by any subsequent laws, Executive Orders, or relevant regulatory directives, including special conditions which may be prescribed for the conduct of the project. The sponsor may establish additional policies not covered by, and not contradictory to, ACTION policy.

8. SPECIAL LIMITATIONS

In the event of a question as to the applicability of these limitations, contact the appropriate ACTION State Office.

a. Political Activities

(1) No part of any grant shall be used to finance, directly or indirectly, any activity to influence

the outcome of any election to public office, or any voter registration activity.

(2) No project shall be conducted in a manner involving the use of funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such project with:

(a) any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election, or

(b) any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election, or

(c) any voter registration activity.

(3) No Foster Grandparent or employee of a sponsor or a volunteer station may take any action, when serving in such capacity, with respect to a partisan or nonpartisan political activity that would result in the identification or apparent identification of the Foster Grandparent Program with such activity.

(4) No grant funds may be used by the sponsor in any activity for the purpose of influencing the passage or defeat of legislation or proposals by initiative petition, except as follows:

(a) in any case in which a legislative body, a committee of a legislative body, or a member of a legislative body requests a Foster Grandparent, a sponsor chief executive, his or her designee, or project staff to draft, review or testify regarding measures or to make representation to such legislative body, committee or member, or

(b) in connection with an authorization or appropriations measure directly affecting the operation of the Foster Grandparent Program.

(5) Prohibitions on Electoral and Lobbying Activities are fully set forth in 45 CFR Part 1226.

b. Restrictions on State or Local Government Employees

If the sponsor is a State or local government agency which received a grant from ACTION, certain restrictions contained in Chapter 15 of Title 5 of the United States Code are applicable. They are related to persons who are principally employed in activities associated with the project. The restrictions are not applicable to employees of educational or research institutions. An employee subject to these restrictions may not:

(1) use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

(2) directly or indirectly coerce, attempt to coerce, command or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, or

(3) be a candidate for elective office, except in a non-partisan election. "Non-partisan election" means an election at which none of the candidates is to be nominated or elected as representing a political party any of whose candidates for Presidential elector received votes in the last preceding election at which Presidential electors were selected.

c. Religious Activities

Foster Grandparents and project staff funded by ACTION shall not give religious instruction, conduct worship services or engage in any form of proselytization as part of their duties.

d. Nondiscrimination

For purposes of this paragraph, any program, project or activity to which ACTION-funded volunteers are assigned shall be deemed to be receiving federal assistance.

(1) No person with responsibility for the operation of a project shall discriminate with respect to any activity or program because of race, creed, belief, color, national origin, age, sex, handicap, or political affiliation.

(2) Sponsors are required to take affirmative action to overcome the effects of prior discrimination. Even in the absence of prior discrimination, a sponsor may take affirmative action to overcome conditions which resulted in limiting participation.

(3) No person in the United States shall on the ground of sex be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with a Foster Grandparent Program project.

e. Labor and Anti-Labor Activity

No grant funds shall be directly or indirectly utilized to finance labor or anti-labor organization or related activity.

f. Nondisplacement of Employed Workers

A Foster Grandparent may not perform any service or duty or engage in any activity which would otherwise be performed by an employed worker or which would supplant the hiring of employed workers. See 45 CFR Part 1216 (Appendix 3) for the ACTION regulation on this subject.

g. Nonimpairment of Contracts

A Foster Grandparent may not perform any service, or duty, or engage in any activity which impairs an existing contract for service. The term "contract for service" includes but is not limited to contracts, understandings and arrangements, either written or oral, to provide professional, managerial, technical, or administrative service.

h. Noncompensation for Services

No person, organization, or agency shall request or receive any compensation for services of Foster Grandparents.

i. Nepotism

Persons selected for project staff positions may not be related by blood or marriage to other project staff, sponsor staff or officers, or members of the sponsor Board of Directors. This provision may be waived when there is concurrence by the Advisory Council with notification to ACTION.

j. Volunteer Status

Foster Grandparents are volunteers, not employees, of the sponsor.

CHAPTER 3

ADVISORY COUNCIL

9. PURPOSE OF ADVISORY COUNCIL

An Advisory Council shall be established to advise and assist the project sponsor and staff. There shall be a separate Advisory Council for each Older American Volunteer Program project administered by the sponsor. When a small number of volunteers is enrolled or other special conditions prevail, this requirement may be waived by the Director of OAVP.

10. ROLES AND FUNCTIONS OF ADVISORY COUNCIL

The Advisory Council:

a. provides advice and support to the project director in the formulation of local policy, planning and the development of operational procedures and practice, consistent with program policies;

b. assists the sponsor by promoting community support for the project; advises on personnel actions affecting volunteers and project staff; and assists in developing local financial and in-kind resources;

c. conducts an annual appraisal of project operation and submits a report to the sponsor, which shall be attached to the continuation grant application. The appraisal should be completed approximately half-way through the project year so that results of the appraisal may be utilized in preparing the continuation grant application. Suggested areas of project operation to be appraised by the Advisory Council include:

(1) the extent to which project goals and objectives are being met on schedule;

(2) adequacy of volunteer station supervision of Foster Grandparents;

(3) the efficiency of use of budgeted stipend funds and the utilization of budgeted Foster Grandparent service years;

(4) the transportation plan developed by the sponsor;

(5) future adjustments in volunteer stations and assignments which may be necessary or desirable;

(6) general project management;

The appraisal may be conducted using a combination of:

1 interviews with Foster Grandparents;

2 interviews with volunteer station staff;

3 reviews of project records and financial reports;

4 discussions with community representatives from the fields of aging and child development about future needs and trends in services;

d. has an opportunity to advise the sponsor in advance on the selection or termination of the project director;

e. ensures procedures are in effect to hear appeals to actions or decisions by the sponsor or project staff or the supervisory staff of the volunteer stations affecting a Foster Grandparent adversely and recommends to the chief executive of the sponsoring organization what action to take;

f. provides information and advice to sponsor and project staff on strategies to utilize Foster Grandparents most effectively;

g. furnishes advice and support on coordination with volunteer stations;

h. promotes constructive relationships with key individuals and agencies in the community;

i. helps plan and implement, and participates in Foster Grandparent recognition events;

j. assists in the development and final review of continuation grant applications;

k. provides ideas or contacts for development of volunteer stations;

l. advises on recruitment of hard-to-reach prospective volunteers.

11. COMPOSITION OF THE ADVISORY COUNCIL

a. The Advisory Council shall include in its membership, when available: community, business and labor leaders, representatives from volunteer stations, public and

private agencies, persons specializing in the fields of aging, child development and voluntarism. In addition, at least one-fourth of the Advisory Council shall be low-income persons aged 60 or over including Foster Grandparents, as voting members. The sponsor's chief executive or designee, one member of its governing board, and the project director should be members of the Advisory Council but may not be officers of the Advisory Council. The sponsor's chief executive and the project director may not be voting members. The member representing the sponsor's governing board may be a voting member. The provisions of paragraph 8d, Nondiscrimination, apply to the Advisory Council.

b. Advisory Councils must be independent of the sponsor's Board of Directors, and such independence should be reflected in the sponsor's organization chart. Permission from the ACTION State Program Director for the Advisory Council to operate as a subcommittee of the sponsor's Board of Directors may be granted only for the beginning months of the project.

c. There is no required size for a Foster Grandparent Project Advisory Council. It should be large enough to represent a broad cross-section of the community and small enough to ensure its effectiveness as a working body.

d. Size and population density of the project service area affect the composition of the council and how it will function. Some Advisory Councils have organized satellite advisory councils which are practical in sparsely populated areas where volunteer stations are far apart and the service area is extensive. Members meet as needed to discuss the operation of the project in their area. Those areas represented by satellite councils send representatives to full project Advisory Council meetings.

e. While sponsors should avoid creating or appearing to create permanent "seats" on the Advisory Council, the sponsor should include representation from ethnic and minority groups in proportion to their numbers in the community. Consideration also should be given to a variety of agencies and organizations which can be supportive of the project. Some examples:

(1) selected volunteer stations that are able to provide important advice and support to the sponsor and coordination with other community groups;

(2) local government agencies, particularly those dealing with the aged and children, with the capacity to identify additional project resources and facilitate cooperative agreements;

(3) membership should be representative of the total community and could include members from:

Labor
Minorities
Ministerial associations
Disabled persons
Professional and business persons
Private non-profit agencies
Service clubs, civic organizations
State and local governments
Elected public officials
Community leaders
Educational Institutions

12. OPERATION OF ADVISORY COUNCIL

a. The Advisory Council shall meet on a regular schedule and establish its own procedures, including election of officers and terms of office.

(1) As soon as the Advisory Council is established, specific operating procedures should be developed. Each Council member should be provided with a copy of the project's current goals and objectives, the approved budget, and written information on the Advisory Council's methods of operation and member roles and responsibilities. The council should adopt simple by-laws stating the purpose of the Council, number of members, method of their selection, length of members' terms, frequency of meetings and types of standing committees which provide a framework for constructive activity. Frequent meetings are usually necessary, particularly in the developmental stage of project operation.

(2) The Advisory Council may form committees or special short-term task forces to address program issues. Task forces are particularly useful in the early stages of project development. Community or agency representatives who are unable to serve on the Advisory Council for a full term of service may be valuable additions to short term task forces dealing with specific issues. Most Advisory Councils

have standing committees for recruitment, transportation, fund raising, personnel, project evaluation and recognition.

(3) Many Councils operate with a Chair, Vice-Chair, and a Secretary. The agenda is usually planned cooperatively by the Chair and project director and mailed to the members before a meeting along with a copy of the minutes of the previous meeting. Necessary typing and mailing are usually done by project staff. Minutes of Advisory Council meetings should be on file in the FGP project office.

(4) New members should receive sufficient orientation to acquaint them with the nature and purpose of the Foster Grandparent Program and the Advisory Council's role and expectations. This can be provided through written materials (copy of the By-Laws, etc.), and orally by the sponsor, project director and Advisory Council Chair. Visits to volunteer stations where Foster Grandparents are serving are another form of helpful orientation.

CHAPTER 4

PROJECT STAFF

13. GENERAL PROVISIONS

a. Project staff are employees of the sponsor and are subject to its personnel policies and practices.

b. Hiring of project personnel must be in compliance with the Civil Rights Act of 1964, as amended, applicable State laws and local ordinances, and sponsor personnel and employment practices.

14. STRUCTURE

a. The number of project staff may range from a project director and secretary-bookkeeper in a small project to a project director, a number of coordinators, a secretary, and a recordkeeper in a large project. In structuring the staffing pattern the following should be considered:

(1) size of the service area;

(2) number, kind and location of volunteer stations;

(3) number of Foster Grandparents

(4) geographic distribution of Foster Grandparent assignments;

(5) types of Foster Grandparent placements and assignments (more project staff time is needed to supervise Foster Grandparents with in-home assignments);

(6) specific needs of the children served;

(7) availability of supplemental state or federally subsidized full or part-time workers and volunteer staff;

In a number of areas, Senior Community Services Employment Program and other personnel resources are available and can be used to supplement ACTION-funded staff. Before tapping these sources, the project director should safeguard insofar as possible against sudden transfers or other actions affecting such personnel which could interrupt the continuity of services;

(8) availability of sponsor funds. Staff costs are the project's major administrative support expense.

15. PERSONNEL POLICIES FOR PROJECT STAFF

a. Project staff shall be covered by sponsor personnel policies. At a minimum, policies should address: salaries and fringe benefits; probationary periods of service; suspensions, resignations; hours of service; annual and sick leave; holidays; terminations and grievance procedures.

b. Compensation levels for project staff, including wages, salaries and fringe benefits, should be comparable to like or similar positions in the sponsor organization or agency or elsewhere in the community.

c. A job description is required for each project staff position to promote the recruitment of qualified applicants and to specify authority and responsibility of each position.

16. PROJECT STAFF ROLES

a. Project Director

(1) The sponsor delegates to a project director the day-to-day management of the project. A project director functions as a working project manager, actively involved with community organizations, Foster Grandparents and volunteer stations. Advice and support of the Advisory Council is sought by a project director on program planning and on major project issues.

(2) The position of the FGP project director shall be full-time. Only when ACTION has approved joint OAVP sponsorship may the project director concurrently direct another OAVP project or when the size of the project does not justify a full-time director and a part-time director is utilized. Even then, prior approval is required from the Director of ACTION's Older American Volunteer Programs. In all other instances, the FGP project director shall serve full-time and may not be employed or serve concurrently in another capacity, paid or unpaid, during established working hours without prior approval from ACTION. This does not preclude participation of the project director in activities of related agencies, boards or

organizations for the purposes of coordination and facilitating achievement of project goals and objectives.

(3) When there is cause for dismissal of a project director, the sponsor shall seek the advice and recommendations of the FGP project Advisory Council prior to his or her termination. Following termination, the sponsor shall immediately notify ACTION, stating the reason(s) for the action. Provisions for temporarily continuing operations, when necessary, without a project director shall also be submitted to ACTION in writing.

(4) ACTION must concur in writing with the sponsor's selection of a project director before such person is employed or earns pay from grant funds.

(5) Under direction of the sponsor's executive director, the project director's duties include, but are not limited to:

(a) planning and developing all phases of project operations;

(b) selecting, training and supervising project staff;

(c) recruiting, selecting, orienting, and placing Foster Grandparents with volunteer stations;

(d) providing coordinated pre-service orientation and in-service instruction and overall supervision of Foster Grandparents with volunteer station professional staff;

(e) maintaining appropriate fiscal and program records as described in Chapter 10 of this handbook, and preparing required reports;

(f) developing and maintaining close coordination with volunteer stations;

(g) collaborating with community organizations, other aging programs, and programs for children with either special or exceptional needs to enhance the total project effort;

(h) keeping Advisory Council members informed and soliciting advice on matters affecting project operation;

(i) working in cooperation with sponsor staff, Advisory Council members and volunteer station staff to obtain resources for the project;

(j) giving advice and information to Foster Grandparents.

(k) appraising Foster Grandparents' performance;

(l) assessing appropriateness and performance of volunteer stations; and

(m) attending training conferences conducted or authorized by ACTION.

For a listing of additional responsibilities and qualifications for a project director, see Appendix 4 for a sample job description.

b. Coordinators

When project funds allow, and the project director is in need of professional assistance, additional staff may be hired to help coordinate project activities.

Coordinator responsibilities may include:

(1) coordinating Foster Grandparent assignments including in-service training, supervisory arrangements and other activities in cooperation with designated volunteer station staff, and

(2) monitoring Foster Grandparent assignments as they are defined in the individual care plans prepared for each child served.

17. VOLUNTEER SUPERVISION

a. Staff Responsibility

The project staff's general responsibility in supervision of Foster Grandparents is to:

(1) concur in each selection of children by volunteer station staff for assignment to each Foster Grandparent.

(2) assure maintenance of person-to-person relationships between Foster Grandparents and children to whom they are assigned, and

(3) provide pre-service orientation and regular in-service training sessions to explain policies, enhance skills related to assignments, provide information concerning community services available to low-income older persons, and arrange for group discussion of problems.

b. Specific supervisory practices vary from project to project and derive from project oversight obligations identified in the Memorandum of Understanding and in individual child care or treatment plans.

Examples are:

(1) clarifying with stations the arrangements for days and hours of service and the agreed-upon activities defined in the Memorandum of Understanding;

(2) making periodic visits to in-home sites to monitor the satisfaction of the Foster Grandparents with their assignments and the progress of children in reaching a greater degree of independence; determining, in coordination with the volunteer station, whether or not the services of the Foster Grandparents are appropriate to the child's needs, or whether the volunteer should be reassigned.

18. ROLE IN PREPARATION OF THE MEMORANDUM OF UNDERSTANDING

a. The Memorandum of Understanding describes program requirements, working relationships and mutual responsibilities. It includes general conditions applicable to all projects and volunteer stations and special conditions applicable to the local volunteer station. See Appendix 5 for a sample.

b. The Memorandum of Understanding is to be reviewed and, as appropriate, changed annually. The Memorandum may be amended at any time by mutual agreement and must be signed and dated annually to indicate that review and update, if needed, have been accomplished.

c. A copy of each Memorandum of Understanding, signed and dated within the past twelve months by authorized representatives of both the volunteer station and the sponsor, shall be included with all initial and renewal grant applications for a Foster Grandparent Program. Memoranda of Understanding with new volunteer stations developed during a budget period must be submitted to ACTION for approval prior to placement of Foster Grandparents. Applications will include a list

of current stations, setting forth the number of volunteers placed and types of assignments. Revisions may be made by mutual agreement at any time but must be submitted to ACTION. Project staff shall maintain a close relationship with each volunteer station to ensure adherence to the Memorandum of Understanding.

a. The Memorandum of Understanding includes:

(1) type and name of volunteer station and brief description of Foster Grandparent assignments;

(2) number of Foster Grandparents to be placed with the volunteer station;

(3) the number of children to be assisted by Foster Grandparents;

(4) volunteer station agreement to provide specific written individual care or treatment plans for each child to be served prior to assignment (required only for in-home assignments but recommended for each assignment); (See also paragraph 20.a.(1).

(5) primary volunteer station professional staff person responsible for day-to-day supervision of Foster Grandparents and description of supervisory arrangements;

(6) volunteer station contributions to Foster Grandparents' direct benefits (stipends, meals, insurance, transportation, recognition, physicals and uniforms) and/or other project costs;

(7) volunteer station agreement to periodically review each child's continued need for a Foster Grandparent and to recommend phase-out or reassignment of a Foster Grandparent as necessary;

(8) volunteer station agreement to submit required reports;

(9) provision for the safety of the Foster Grandparents while on assignment;

(10) special local conditions which have a bearing on the assignments of Foster Grandparents;

(11) a listing of all geographic locations/sites, other than private homes, where Foster Grandparents will serve through the volunteer station and the number of volunteers placed in each site;

(12) provisions for Letters of Agreement for in-home assignments. (See Appendix 6 for Sample.)

CHAPTER 5

VOLUNTEER STATIONS

19. INTRODUCTION

a. Characteristics of Volunteer Stations

A volunteer station is a public agency or private nonprofit organization, or proprietary health care agency or organization that accepts the responsibility for assignment and supervision of Foster Grandparents in health, education, welfare or related settings. Each facility serving as a volunteer station must be licensed or otherwise certified, when required by the appropriate State or local government. ACTION must concur in the project's selection of volunteer stations prior to placement of Foster Grandparents.

(1) Individual private homes are not volunteer stations. In-home assignments are made only through a volunteer station.

(2) Volunteer stations shall be located within the project's service area as defined in the approved grant application.

b. Types of Volunteer Stations

Types of agencies or organizations serving children as defined in this Handbook, which may be volunteer stations, include but are not limited to:

(1) public and private residential institutions for physically or mentally handicapped persons;

(2) public, private or alternative schools;

(3) developmental centers;

(4) general or specialized hospitals;

(5) community-based organizations serving abused or neglected children;

(6) juvenile correctional centers or youth diversion facilities.

c. Sponsors as Volunteer Stations

Normally, the volunteer station is an agency or organization other than the sponsoring organization. The sponsor may function as a Foster Grandparent volunteer station only if the sponsor is:

(1) a State organization administering a statewide Foster Grandparent project where the volunteer station is part of the State organization;

(2) a Federally recognized Indian tribal government, or

(3) in a sparsely populated area, in which case up to 10% of the enrolled volunteers may be placed directly by the sponsor.

20. VOLUNTEER STATION ROLES AND RESPONSIBLITIES

a. Volunteer Station Development of Individual Care or Treatment Plans

(1) Individual care plans (see Appendix 7 for sample form) will be required for in-home placements and project directors are encouraged to develop assignments around written plans for children served in other settings. Whether plans should be required for other than in-home placements is a decision to be reached locally in consideration of the Foster Grandparent's skills or interests, the child's needs, and local practice.

(2) The following steps normally occur in the development of care plans:

(a) Most projects give primary responsibility to volunteer station supervisors to select prospective children, prepare needs assessments and develop care or treatment plans. Project staff coordinators hired specifically for their expertise in care or treatment plan development provide technical assistance to stations in all phases of care plan management. Project staff should not assume responsibility for development of individual care or treatment plans.

(b) Project staff review the volunteer station's list of proposed children and a decision is made on the assignment of a Foster Grandparent.

(c) Volunteer station professional staff develop a plan which identifies the child's problems, contains a section identifying proposed Foster Grandparent tasks and has a separate section describing tasks performed for the child by other community service providers.

(d) The plan is sent to the project director for concurrence.

(e) The Foster Grandparent is accompanied by the volunteer station staff supervisor during the first visit with the child. If the assignment is agreeable, an assignment schedule is developed and incorporated into the plan.

(f) The care plan is signed by the child's parent, guardian, or legal representative; the volunteer station representative; the project staff representative; and the Foster Grandparent.

b. Volunteer Station Management of Care or Treatment Plans

(1) Coordination

In most communities, volunteer stations which coordinate individual care or treatment plans are direct child care providers or are affiliate community service organizations. Such a mix of agencies or organizations may not be present in all communities, but there is usually at least one agency with the capacity to coordinate available private, state and local support resources.

A volunteer station's coordination of such plans generally consists of:

(a) integrating a variety of community services into a relevant comprehensive design;

(b) designating a professional to monitor volunteer activities, provide technical assistance, determine whether written requirements are fulfilled and new needs are addressed;

(c) providing for periodic evaluation of the child's continued need for a Foster Grandparent, and recommending phase-out or reassignment of a Foster Grandparent when necessary.

c. Volunteer Station Development of Letters of Agreement

When Foster Grandparents are to serve in private homes, the Memorandum of Understanding shall also require that the volunteer station obtain a Letter of Agreement from the child's parent(s) authorizing or requesting volunteer service in the home and indicating what specific activities are to be performed. This agreement will constitute an individual care plan and will be followed for the child served by a Foster Grandparent in an in-home placement.

Letters of Agreement contain a statement signed by the child's parent(s) and by the volunteer station staff authorizing a Foster Grandparent's assignment in the child's home and designating the activities to be performed. The Letter also defines arrangements for days and hours of service and the specific plan for supervision of the Foster Grandparent.

d. Volunteer Station Participation in Training Events

(1) During the 40-hour pre-service orientation, volunteer station staff are encouraged to explain their programs to Foster Grandparents. This may be accomplished through group presentations in formal classroom exercises and station site visits.

(2) Project and volunteer station staff cooperatively plan and implement monthly in-service training events.

(3) Foster Grandparent assignments at some volunteer stations will necessitate training over and above the 40-hour pre-service orientation and four hours of monthly in-service training.

e. Volunteer Station Supervision of Foster Grandparents

Volunteer station professional staff are directly responsible for the daily supervision of volunteers on assignment. The quality of supervision or support is the most critical factor, after the assignment itself, in contributing to the success of the Foster Grandparent experience. Supervision should be on-going and constructive. Supervision includes:

(1) developing individual care or treatment plans for children served, as required in home or as otherwise appropriate;

(2) regular, on-site supervision of Foster Grandparent performance on assignments;

(3) regular monitoring of volunteer activities to assure that Foster Grandparents and children are satisfied with the assignment and to determine the continued appropriateness of the assignment;

(4) assisting Foster Grandparents by arranging for community services which benefit children;

(5) referral of Foster Grandparents to project staff for possible reassignment, transfer or termination;

(6) other responsibilities identified in Memorandum of Understanding, Letters of Agreement, and individual child care or treatment plans.

f. Volunteer Station Responsibilities Concerning Transportation:

(1) Volunteer stations bear the responsibility for arrangement and costs of Foster Grandparents' travel between assignments. When a volunteer station is clearly unable to provide or pay for such travel, the burden may be assumed by the project, subject to budget constraint.

(2) Volunteer stations pay all transportation costs for any Foster Grandparent outreach activities, including visits to recreation sites, doctors' offices, hospitals and welfare service centers. The project will not assume these costs.

g. Other Volunteer Station Responsibilities

(1) Assisting in the provision of appropriate volunteer recognition;

(2) Providing for volunteer safety;

(3) Keeping records and preparing reports required by the sponsor.

CHAPTER 6

FOSTER GRANDPARENT ASSIGNMENTS

21. CRITERIA FOR FOSTER GRANDPARENT ASSIGNMENTS

Volunteer station professional staff select the children to be served and prepare a written volunteer assignment description for the Foster Grandparents to use as a general guide in serving assigned children. This should not be confused with the individual care or treatment plans where such plans are utilized. The sponsor and the Foster Grandparent shall concur with each assignment. All assignments must meet the following criteria:

a. Assignments and activities must involve person-to-person supportive relationships with the children served. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children, one at a time, and not to groups of children.

b. Assignments may not include administrative support service to the volunteer station.

c. Individuals served by Foster Grandparents shall be children, primarily young children, with special or exceptional needs.

d. Assignments to children should be year-round whenever possible. When a Foster Grandparent is assigned to a child in which a year-round relationship is impossible or inappropriate, the Foster Grandparent should be offered an additional assignment if possible - preferably at the same volunteer station - for the remainder of the year.

e. With the exception of in-home assignments, each volunteer station should have a minimum of three Foster Grandparents assigned concurrently at each site unless a waiver is given by ACTION.

22. SELECTION OF ASSIGNMENTS

a. Assignments and terms of service, including the service schedule, should reflect individual Foster Grandparent preferences and needs of children. Project and volunteer station staff should ensure that a range of service opportunities are available to provide a choice for Foster Grandparents.

b. Because Foster Grandparents are a limited resource, most assignments should be with children who have a potential for significant improvement in the quality of their lives.

c. Foster Grandparents should be assigned to children who are manageable in terms of size, strength and behavior.

d. Foster Grandparent assignments/activities should serve the dual purpose of being personally meaningful to the volunteers themselves and providing support and companionship to the children served.

23. ASSIGNMENT OBJECTIVES

The following priorities should be considered in selecting Foster Grandparent assignments:

a. those which constitute early intervention;

b. where there is a probability of a long-term relationship between the Foster Grandparent and the child;

c. where there is a probability of preventing or minimizing institutionalization of the child served, for example, by placing Foster Grandparents in in-home assignments with children, in special education classes, special training centers, developmental centers, day care centers for children with exceptional or special needs, hospitals, and in the juvenile justice system.

24. IN-HOME ASSIGNMENTS

a. In-home assignments of Foster Grandparents require planning by the sponsor and by volunteer station professional staff in cooperation with child and parent, whenever applicable. In-home placements may be made through many types of volunteer stations. These include, but are not limited to: agencies serving unwed adolescent parents; juvenile diversion programs, mental health centers; health organizations; hospitals; visiting nurse associations. Where a Foster Grandparent serves a child in-home and within the context of the child's family, volunteer activities must primarily and directly benefit the child.

b. In-home placements require the volunteer station's commitment to:

(1) provide necessary training for Foster Grandparents regarding their specific assignments;

(2) conduct frequent and regularly scheduled meetings with the Foster Grandparents to review activities, problems encountered and progress made. Traditional forms of supervision are difficult in home settings. Frequent meetings with volunteer station staff are a critical part of Foster Grandparent supervision;

(3) ensure that a child's parent is in the home during a Foster Grandparent's visit. An objective of any Foster Grandparent home placement is supporting the child in a family environment. However, if it is in the best interest of the child, as determined by the station's professional staff and the sponsor, and if there is adequate provision for the volunteer's interest and safety, an in-home placed volunteer may be allowed occasionally to serve a child without the parent being present. This service, if practiced, must be carefully controlled. Foster Grandparents are not assigned for purposes of respite care or "babysitting" service. (See paragraph 26 below).

(4) visit the Foster Grandparent in-home with the assigned child on a scheduled basis;

(5) structure Foster Grandparent activity in a way which does not place the Foster Grandparent in the position of competing with the child's parent(s) for the affection of the child;

(6) other specific conditions included in the Letter of Agreement or child's individual care or treatment plan.

25. APPROPRIATE ACTIVITIES

Below are examples of appropriate Foster Grandparent activities to assist children with special or exceptional needs.

a. Assistance to institutionalized children in self care, motor skills, stimulation, and in learning experiences as well as helping these children to achieve independent living.

b. Providing children in public/state/private schools with emotional support, individual child counseling, assistance in the development of basic learning skills, and to help prevent or delay their being placed in an institution.

c. Helping adolescents and youth in correctional facilities to mitigate the effects of institutionalization, act as a community link, and help incarcerated youth prepare for independent living.

d. Assisting status offenders and delinquent youth offenders to remain in the community as an alternative to institutional commitment.

e. Assist in the prevention of juvenile delinquency.

f. Helping abused or neglected children regain stability through contact with older adults and by providing these children with emotional support and empathy.

26. INAPPROPRIATE ACTIVITIES

Listed below are examples of activities Foster Grandparents may not perform. Foster Grandparents may not:

a. serve in staff roles;

b. perform household or custodial functions;

c. serve as babysitters;

d. act as substitute teachers;

e. provide respite care for parents;

f. supervise other Foster Grandparents;

g. perform any services for which the volunteer station is receiving compensation from any source.

27. TERMINATION OF ASSIGNMENTS

a. When possible, plans should be made to phase-out the Foster Grandparent-to-child relationship gradually to avoid a sudden disruption. Discontinuance of a relationship should be arranged with the guidance of volunteer station professional staff, under the following conditions, when a:

(1) Child's need for individual attention through a person-to-person relationship diminishes.

(2) Relationship is no longer satisfying for the Foster Grandparent.

(3) Child becomes unmanageable in terms of size, strength or behavior.

(4) Child nears or reaches age 21 (see paragraph 28 for exception).

(5) Conflict between the Foster Grandparent and the child's parent is apparent.

b. Regardless of the cause of termination of an assignment, the decision must be made jointly, by project and volunteer station staff, with input of the Foster Grandparent if appropriate.

28. CHILDREN SERVED BY FOSTER GRANDPARENTS

a. Age of Children

Children assigned to Foster Grandparents are chronologically 21 years of age or less. ACTION encourages Foster Grandparent assignments to younger children in order to facilitate meeting the child's developmental needs.

When a Foster Grandparent is assigned to a mentally retarded child, that assignment may continue beyond the child's 21st birthday, provided the following conditions are met:

(1) the Foster Grandparent was assigned to the child before the child reached 21 years of age;

(2) the volunteer station professional staff responsible for the child's care determine that continued assignment is in the best interest of both the Foster Grandparent and the child;

(3) the Foster Grandparent, sponsor, volunteer station professional staff and the child's parent (whenever possible) mutually agree to the continued assignment.

b. Selection of Children to be Served

Volunteer station professional staff shall be responsible for, and project staff shall concur in, the selection of individual children to be served by each Foster Grandparent in accordance with the criteria in the FGP Regulations and this handbook.

(1) The professional evaluation of a child's need is to be provided by a volunteer station. In an educational setting, the professional is an educator; in a health setting, a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, or physical therapist. In these and other settings, the primary requirement is that the person evaluating the child's need has had professional training in a field directly related to the child's need. Professional evaluation of a child's exceptional or special need prior to assignment of a Foster Grandparent is required for the following reasons to assure that:

(a) a Foster Grandparent is assigned to a child who, indeed, has either an exceptional or special need, rather than to a child who simply needs special attention.

(b) the development of a close personal relationship with the Foster Grandparent is possible, appropriate, and can have significant effect in improving the child's development;

(c) the assignment will be of significant duration. Determination of the length of time each child should receive the services of Foster Grandparents will be made with the concurrence of the project staff;

(d) the assignment has a probability of achieving deinstitutionalization or of preventing or delaying institutionalization of the child.

(2) Where state, county or local sponsor's definitions of children having exceptional needs and children with special needs vary from the definition in this Handbook, ACTION will determine the suitability of non-ACTION definitions in regard to placement of Foster Grandparents with children.

CHAPTER 7

FOSTER GRANDPARENTS

29. ELIGIBILITY TO BE ENROLLED

a. Foster Grandparents shall be 60 years of age or older, no longer in the regular work force, determined by a physical examination to be capable of serving children with exceptional or special needs without detriment to either themselves or the children served, and willing to accept supervision as required.

b. Eligibility to be a Foster Grandparent may not be restricted on the basis of formal education, employment experience, citizenship, race, creed, belief, color, national origin, sex, handicap or political affiliation.

c. To be enrolled, a Foster Grandparent cannot have an annual income, from all sources, exceeding the ACTION income eligibility guideline for the State in which he or she resides. (See Appendix 8 for current income eligibility guidelines).

30. RECRUITMENT OF FOSTER GRANDPARENTS

a. Preparation

(1) Before Foster Grandparents are recruited, a sponsor shall have a signed Memorandum of Understanding with a volunteer station administrator where Foster Grandparent placement is planned.

(2) Recruitment of eligible Foster Grandparents is a project responsibility. Recruitment assistance may come from Advisory Councils, volunteer stations, or through Foster Grandparents themselves.

(3) Plans for Foster Grandparent recruitment should include consideration of the following information:

(a) location and numbers of older persons who are low income, socially isolated, disabled or belong to a minority group;

(b) location and numbers of children with either exceptional or special needs;

(c) distance (in both miles and time) between the homes of potential Foster Grandparents and places of assignment; and

(d) modes and estimated costs of available public, private or specialized transportation.

(4) Special efforts are to be made to recruit and assign persons from minority groups, the disabled, and hard-to-reach individuals and groups in the community which are underrepresented in the project.

(5) The sponsor will stress the recruitment and enrollment of eligible low-income elderly persons not already volunteering.

(6) Recruitment or selection of a Foster Grandparent may not be based on any requirement of employment experience or formal education.

b. Choice of Methods

A variety of recruitment methods may be used to reach either broad audiences or specific populations. The choice of which will be most feasible will depend on:

(1) availability of recruitment resources (ethnic newspapers, access to radio and television, public service time, outreach workers, etc.);

(2) community acceptance of volunteer/federal programs;

(3) the degree to which communication links exist with low-income older persons, particularly members of minority groups, the handicapped and the hard-to-reach.

c. Suggested Recruitment Methods:

(1) Activities frequented by low-income older persons such as Senior Citizens Centers, and Nutrition projects;

(2) Presently enrolled Foster Grandparents;

(3) Presentations to religious and citizens groups and other community agencies;

(4) Other ACTION volunteer programs;

(5) Recruitment of persons on waiting lists for the Senior Community Service Employment Program;

(6) Advertising through agency newsletter, newspaper articles, public service radio or television interviews or "spot" public announcements;

(7) Contact with older low-income persons on an individual basis.

d. Targeting of Recruitment

Recruitment efforts should not be targeted to take place at organizations or locations where older persons are presently serving as volunteers. Caution in this respect helps avoid:

(1) appearing to "pirate" volunteers from agencies or private service organizations; and, consequently,

(2) negative impact on the reputation of a project in the community.

31. SELECTION OF FOSTER GRANDPARENTS

a. Interviewing Potential Foster Grandparents

(1) After expressing interest in the project, potential Foster Grandparents should be scheduled for interviews with project staff as soon as possible. The initial interview should be private and confidential, allowing adequate time for discussion.

Meetings in the residences of potential Foster Grandparents are preferable. Interview techniques should relate to project goals and the background, hobbies and special interests of applicants.

(2) Suggested interview topics include:

(a) roles, assignments and types of activities;

(b) volunteer benefits and obligations/ responsibilities;

(c) income eligibility requirements;

(d) description of each volunteer station and specific types of assignments available at each;

(e) special needs of children to be served;

(f) interests of the applicant and motivation to serve;

(g) professional supervision available;

(h) transportation arrangements available.

b. Determining Income Eligibility

(1) It is usually during the interview process that the income of the prospective Foster Grandparent is reviewed for the purpose of establishing eligibility (see Appendix 9 for sample volunteer application form). In this review, the project director must ascertain the applicant's "income from all sources." This term refers to total cash receipts before taxes from all sources, including:

(a) money, wages and salaries before any deduction, but not including food or rent in lieu of wages;

(b) receipts from self-employment or from own farm or business after deductions for business or farm expenses;

(c) regular payments for public assistance, social security, unemployment or workers compensation, strike benefits, training stipends, alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household;

(d) government employee pensions, private pensions, and regular insurance or annuity payments; and

(e) income from dividends, interest, net rents, royalties, or income from estates and trusts.

(2) For eligibility purposes, income does not refer to the following money receipts:

(a) any assets drawn down as withdrawals from a bank; sale of property; house or car; tax refunds; gifts; one-time insurance payments or compensation for injury;

(b) non-cash income, such as the bonus value of food and fuel produced and consumed on farms

and the imputed value of rent from owner-occupied farm or nonfarm housing.

(3) ACTION Income Eligibility Guideline:

(a) The ACTION income eligibility guideline for each State is the higher amount of either:

1 125% of the poverty line as set forth in Section 625 of the Economic Opportunity Act of 1964, as amended by Public Law 92-424 (42 U.S.C. 2971d), or

2 100% of the poverty line plus the amount the State supplements Federal Supplemental Security Income (SSI).

(b) In cases where a Foster Grandparent is a member of a household in which other persons share common expenses, his or her income eligibility is determined by the combined income of members of the household.

(c) When volunteers are recruited from more than one State to serve in a common project, the income eligibility level of the state in which each Foster Grandparent resides shall apply.

(d) Once enrolled, a Foster Grandparent shall remain eligible to serve and to receive a stipend as long as his or her income does not exceed the prescribed ACTION income eligibility guideline by 20%. Income eligibility shall be reviewed annually by the sponsor. (See Appendix 10 for sample income review form.)

(e) When more than one eligible member of a household serves as a Foster Grandparent or Senior Companion, only one member shall be entitled to receive a stipend. All income eligible members in such cases shall be entitled to other direct benefits paid from grant funds (federal and non-federal). Only in cases where enrolled Foster Grandparents or Senior Companions marry will each continue to receive a stipend.

c. Selection Criteria

(1) The qualifications to serve as a Foster Grandparent may not be of a professional or technical

nature. Although such criteria may bring very effective Foster Grandparents into the program, they may screen out those who could benefit most from participation. Ownership of or access to a private automobile should not be a project-wide requirement but may influence selection in sparsely populated areas or for particular assignments.

(2) A full complement of Foster Grandparents will have a variety of personal skills and strengths. Since the project will be expected to plan a variety of assignments at volunteer stations, emphasis will be on matching a potential Foster Grandparent with an already planned, suitable, and available assignment.

(3) Selection criteria should give priority to persons who are highly motivated and have the greatest psychological and economic need to serve. Other criteria to consider when selecting Foster Grandparents should include:

(a) interest in and ability to develop a supportive person-to-person relationship with children with exceptional or special needs on a regular basis;

(b) ability to serve 20 hours a week;

(c) willingness to accept professional supervision;

(d) flexibility in accepting assignments, including private homes, wherever most needed.

32. ENROLLMENT OF FOSTER GRANDPARENTS

a. Once the selection process is completed, the Foster Grandparent is formally enrolled in the program. Concurrently, staff should complete an enrollment form. (See Appendix 11 for a sample Foster Grandparent enrollment form.) Foster Grandparents must have a physical examination prior to assignment and annually thereafter. If enrollees are found to be physically or mentally unable to serve without detriment to themselves or the children served, enrollment shall be annulled.

b. Reserve Foster Grandparents

(1) Eligible persons not selected to serve as Foster Grandparents should be counseled and referred to other community agencies which provide opportunities for older persons, including the Senior Community Service Employment Program, other ACTION programs and other volunteer organizations.

(2) Projects may orient a limited number of reserve Foster Grandparents to serve as substitutes or replacements for enrolled Foster Grandparents who leave the program and for those who are ill or are on extended leave.

(3) Although the use of short term substitutes may be required occasionally, caution is advised in this area. Frequent shifting of individual Foster Grandparents and children will detract from the close person-to-person relationship that is the core of the program.

(4) Attrition rates in Foster Grandparent projects are usually quite low. The rate of short-term Foster Grandparent absences will vary. New sponsors may want to plan for 5-10% over the budgeted number of Foster Grandparents as reserves. Local experience will provide a sponsor with a more accurate basis for determining reserves.

33. ORIENTATION AND TRAINING OF FOSTER GRANDPARENTS

a. The sponsor will provide not less than 40 hours of pre-service orientation to Foster Grandparents.

b. Volunteer station staff help prepare and implement the agenda for orientation meetings and help conduct on-site orientation of Foster Grandparents to their assignments.

c. Pre-service orientation and in-service training are an integral part of project operation. They should be designed to build upon and enhance innate skills and to provide the Foster Grandparents with new information relative to their assignments and their personal welfare.

d. In many projects, orientation programs have been developed by project staff, with help from sponsor and volunteer station staff and staff of other health and social service agencies. Daily group training over a

two-week period provides efficient use of community resources and promotes social interaction among volunteers.

Projects have found that a combination of formal orientation and on-the-job experience with volunteer stations works well. This gives greater meaning to the orientation and enhances adjustment to assignments. Transportation should be arranged for Foster Grandparents between their homes and places where orientation is held. Stipends and a meal are provided, if possible, on orientation days.

e. The goals in pre-service orientation are to:

(1) introduce the Foster Grandparents to ACTION, FGP, the sponsor and the project;

(2) provide information on project policies, appeal procedures, time sheets, insurance and other administrative details;

(3) acquaint the Foster Grandparents with project, station and sponsor staff and with other Foster Grandparents;

(4) allow Foster Grandparents the opportunity to visit and become acquainted with their volunteer stations;

(5) familiarize Foster Grandparents with the physical, mental, educational, or psychosocial problems of children and the objectives of their individual care;

(6) promote discussion of roles and activities involved in being a Foster Grandparent;

(7) provide new Foster Grandparents with information about available community services which will enable them to be better advocates for assigned children and help with their personal needs;

(8) give a general understanding of the economic, social and psychological and physiological aspects of aging.

f. Assignment Before Formal Orientation

In ongoing projects where recruitment, enrollment and placement may occur for groups of 5 or fewer Foster Grandparents, adjustments may be made in the pre-service orientation process. Foster Grandparents may be given

a condensed basic orientation, followed by observation of experienced Foster Grandparents during assignments. However, all Foster Grandparents shall receive formal 40-hour pre-service orientation within three months of their initial assignment.

g. Classroom Topics and Training Techniques

The following is a suggested list of subjects intended to clarify program objectives and enhance the skills of Foster Grandparents:

(1) Policies and Procedures

Foster Grandparent Program guidelines, sponsor's service policies and appeal procedures, time sheets, insurance.

(2) Group Process Exercise and Interpersonal Skill Building

Open class discussion on how Foster Grandparents view their roles; role playing (Foster Grandparent and children); elementary counseling techniques; questions and answers with experienced Foster Grandparents; assertiveness training; active listening; team work/accepting supervision; communication skill-building games.

(3) Psychological, Physiological and Social Aspect of Aging

General lecture/discussion of subject, stress counseling, emotional needs of the elderly, sexuality and aging, grief counseling/death and dying.

(4) Community Resources and Services

Social Security and SSI benefits, MEDICARE-MEDICAID, food stamps, public housing, community legal services, congregate feeding programs and meals-on-wheels, homemaker/home health aides, multi-purpose senior centers and other ACTION programs, personal safety/ crime and the elderly, consumer fraud and the elderly.

(5) Advocacy/Household Management

Escort services; consumer counseling; individual care, treatment or education plans; reporting status of children's physical and mental health

to supervisors; mobilizing community resources; revitalizing/developing links between child and child's family.

(6) Health and Personal Care Assistance

Reality orientation/awareness, physical fitness for older persons, health emergencies, medical confidentiality, substance abuse, nutrition; meal planning/preparation, physical therapy, personal hygiene, basic medication information.

h. Evaluation/Graduation of Foster Grandparents

(1) At the conclusion of orientation, project staff is encouraged to have Foster Grandparents complete a pre-service orientation evaluation questionnaire.

(2) Many Foster Grandparent projects conduct a graduation ceremony which may include a pot-luck luncheon and presentation of an award certifying completion of pre-service orientation.

34. SERVICE POLICIES

Service policies must be provided in writing to Foster Grandparents. These policies should include, but are not limited to, probationary periods, resignations, annual and sick leave, holidays, service schedules, meal and travel reimbursements, and appeal procedures. The policies should also cover the volunteer's annual performance appraisal and annual income review by the project, and the requirement for an annual physical examination, as well as such of the special limitations contained in paragraph 8, which are pertinent to Foster Grandparents.

35. VOLUNTEER SEPARATION

A sponsor may separate a volunteer for cause, including but not limited to, extensive or unauthorized absences, misconduct, inability to perform assignments or having income in excess of the eligibility level established by ACTION. Separation should not occur until the Foster Grandparent is given opportunity to grieve and/or appeal the action in accordance with the sponsor's service policy.

CHAPTER 8

FOSTER GRANDPARENT BENEFITS

A variety of personal benefits accrue to Foster Grandparents. These include improved morale and health, and information about referral and community support services. The major share of benefits, however, are tangible and direct: stipend, transportation, meals, insurance, an annual physical examination, recognition and, where necessary, uniforms or smocks.

36. ADMINISTRATION OF DIRECT BENEFITS

a. The total of direct benefits for Foster Grandparents, including stipends, insurance, transportation, meals, physical examinations, recognition, and uniforms if appropriate, shall be a sum equal to at least 90% of the amount of the ACTION federal share of the grant award. Federal and non-federal resources can be used to make up this sum. In exceptional circumstances, the Director may waive this requirement. (See also paragraph 41b(1).)

b. Direct benefits may not be subject to any tax or charge or be treated as wages or compensation for the purposes of unemployment insurance, temporary disability, retirement, public assistance, or similar benefit payments or minimum wage laws.

c. Direct benefit items, including transportation, meals, physical examinations, uniforms and recognition items, purchased at the volunteer's expense and not reimbursed, are not allowable as contributions to the non-federal share of the budget. These costs may be reimbursed by Federal and/or non-Federal funds. (See also paragraph 41b(2)(d)4.)

37. DIRECT BENEFITS DETAILED

a. Stipend

Foster Grandparents serve a total of twenty hours a week, usually five days a week, and receive an annual stipend based on 1,044 hours of service annually and payable in regular (weekly or bi-weekly) installments at the rate of $2.00 per hour.

The amount of stipend is established by the Director consistent with the availability of program funds and at a level that will permit and encourage eligible

low-income older persons to serve as volunteers without cost to themselves. The stipend is paid for the twenty-hour service schedule time Foster Grandparents spend with their children, for earned leave, and for attendance at official project events, e.g., orientation, in-service training, Advisory Council meetings (as members or official observers), recognition events, and between individual assignments. Travel time between the volunteer's home and place of assignment may not be considered as part of the service schedule and is not stipended. However, travel time between assignments is a part of the service schedule. Meal time may be part of the service schedule only if meals are taken with the individual served, and the taking of meals together is deemed by the sponsor and the volunteer station to be beneficial to the person served.

b. Transportation:

(1) Foster Grandparents shall be provided transportation or receive assistance with the cost of transportation to and from volunteer assignments and official project activities, including orientation, training, Advisory Council meetings and recognition events.

(2) Transportation considerations weigh heavily in deciding how many children can be helped and where volunteers are assigned. Convenient and least costly transportation is promoted when assignments are developed in areas where Foster Grandparents live and children are located.

(3) Although convenient low-cost travel is important, a cost-effective solution need not foreclose consideration of the service preferences of Foster Grandparents.

(4) Reimbursement for Volunteers' Transportation

(a) Volunteer Drivers

Reimbursement of Foster Grandparents who drive their own cars is based on a cost-per-mile rate set by the sponsoring organization. Foster Grandparents are reimbursed for actual mileage, the sponsors being responsible for insuring they are not paid more than their true travel expenses up to the limits established by the sponsor.

(b) Public Transportation

Reimbursement for subways, buses and other modes of public transportation is based on a voucher system. Foster Grandparents certify their service-related public transportation costs.

(c) Car Pools

Drivers of car pools receive reimbursement for actual mileage, based on a cost-per-mile rate. Passengers do not receive reimbursement.

(d) Volunteers who do not incur travel expeneses (e.g., those who walk to their assignments, ride on free public transportation or are passengers in car pools) do not receive reimbursement.

(e) Project funds may not be utilized to reimburse Foster Grandparents for transportation provided for or on behalf of children.

c. Meals

(1) Within the limits of available resources and project policy, Foster Grandparents will be provided, or will receive assistance with the cost of, meals taken during their service schedule.

(2) Project staff arranges for or assists with the cost of one meal per day for Foster Grandparents during orientation, training, and on days when volunteer service is provided. Project directors are encouraged to make special efforts to reach an agreement with volunteer stations to provide meals as a local contribution to project budgets.

(3) Congregate Meals

Local congregate feeding programs, funded under Title III of the Older Americans Act, operate in schools, religious and other public and private non-profit organizations. Title III funds and non-federal funds used to match Title III are not allowable match.

(4) Non-Congregate Meals

Meal arrangements become more difficult for Foster Grandparents assigned to children in-home. Volunteers who plan to eat between assignments may be far removed from nutrition centers and volunteer

stations which have meal facilities. Options are for Foster Grandparents to share a meal with a child, bring their own "brown bag" lunch, or eat at a restaurant and be reimbursed for the cost of their meal. Because of the need to maintain accurate accounting records, Foster Grandparents cannot be given an advanced cash meals allowance. Meals provided to children served are not an allowable budget cost.

(5) Reimbursement for Meals

The amount of reimbursement for meals is based on actual expenses, consistent with costing procedures developed by the sponsor, rather than a flat daily rate. However, reimbursement of brown bag lunches prepared by Foster Grandparents will be based on a flat rate established by the sponsor. The basis for the rate will be included in the grant application budget narrative. Any changes made during the period of the grant award will require prior approval of ACTION. The Foster Grandparents and project staff are required to sign a certifying statement that meals were taken in conjunction with volunteer service and at an amount agreeable to both parties. Vouchers are subject to audit by ACTION.

d. Insurance

Foster Grandparents shall be provided with the ACTION-specified minimum levels of accident, personal liability, and, when appropriate, excess automobile liability insurance.

(1) Accident Insurance

Accident insurance shall cover Foster Grandparents for personal injury during travel between their homes and places of assignment, during their volunteer service, during meal periods while serving as a volunteer, and while attending project-sponsored activities, such as recognition activities, orientation and Advisory Council meetings.

Protection shall be provided against claims in excess of any benefits or services for medical care or treatment available to the volunteer from other sources, including:

-- health insurance coverage;

-- other hospital or medical service plans;

-- any coverage under labor-management trusteed plans, union welfare plans, employer organization plans, or employee benefit organization plans; and

-- coverage under any governmental programs, or coverage provided by any statute.

When benefits are provided in the form of services rather than by cash payments, the reasonable cash value of each service rendered shall be considered in determining the applicability of this provision. The benefits payable under a plan shall include the benefits that would have been payable had a claim been duly made therefor. The benefits payable shall be reduced to the extent necessary so that the sum of such reduced benefits and all the benefits provided for by any other plan shall not exceed the total expenses incurred by the volunteer.

(a) The sponsor shall provide Foster Grandparents with the following insurance coverage:

1 minimum coverage of $20,000 for accidental medical expenses;

2 for eyeglasses, a benefit of $25.00 for repair or replacement of damaged frames and $25.00 for replacement of broken eyeglass lenses or contact lenses;

3 a benefit of $500.00 for injury to teeth and repair of dentures.

4 $1,000 for accidental death or dismemberment.

(b) The accident insurance requirement in (1) above applies to Foster Grandparents in those states requiring coverage under the State Worker's Compensation Insurance. However, where State Worker's Compensation does not provide portal-to-portal protection, such coverage must be provided by the sponsor through accident insurance.

(2) Personal Liability Insurance

Protection shall be provided against claims in excess of protection provided by other insurance. The sponsor shall provide third-party protection

for volunteers against injury or property damage claims arising out of their volunteer service activities. The amount of protection shall be $1,000,000 for each occurrence of personal injury or property damage and shall be in excess of any other valid and collectible insurance.

NOTE: Personal liability insurance does not include, nor is it a substitute for, malpractice insurance which some volunteer stations need for their professional staff and for some volunteers (other than Foster Grandparents) who assist or substitute for professionals.

(3) Excess Automobile Liability Insurance

(a) To avoid a gap in coverage between that provided by the Foster Grandparent's personal vehicle insurance and claims in excess of that coverage, the sponsor must provide Excess Automobile Liability Insurance coverage of not less than $500,000 each accident for bodily injury or property damage.

(b) Protection will be provided by the sponsor against claims in excess of the greater of either:

1 Liability insurance volunteers carry on their own automobiles, or

2 The limits of the applicable state financial responsibility law, or

3 In the absence of a state financial responsibility law, $10,000 each person and $20,000 each accident for bodily injury and $5,000 each accident for property damage.

(4) Liability Insurance on Personal Vehicles of Volunteers

This insurance is a personal expense of the volunteer. A record of the insurance carrier shall be kept in the project file. Foster Grandparents who use their personal vehicles to drive from home to their place of assignment or in connection with project-related activities must keep their automobile liability insurance in effect for their own protection. Children transported by Foster Grandparents also are to be covered. Foster Grandparents' personal vehicle insurance must equal or

exceed amounts specified in subparagraph 2 and 3 of (3), Excess Automobile Liability Insurance, above.

e. Physical Examinations

(1) Foster Grandparents are required to have a physical examination by a physician prior to assignment and annually thereafter. The examination can reveal limitations that influence the making of assignments but cannot be used in determining eligibility if the volunteers are able to serve without detriment to themselves or their assigned children.

(a) The examination report should include a digest of the volunteer's medical history, a general examination with appropriate laboratory tests, and a statement from the examining physician attesting to the physical fitness and specific limitations of the Foster Grandparent. The report shall be part of a Foster Grandparent's personnel file.

(b) It is the responsibility of the project staff to describe Foster Grandparent activities to the physician. The physician can then determine whether a specific condition or disability will be detrimental either to the Foster Grandparent or to children served, or be a significant hindrance to the successful performance of the volunteer's activities.

(2) Project staff are encouraged to negotiate with volunteer stations, local health units, public health departments, or private physicians to provide physical examinations to Foster Grandparents as non-federal in-kind project support whenever possible. It should be explained that ACTION requires such examinations annually, as a benefit to the Foster Grandparents. Members of the Advisory Council may be in a position to persuade individuals or groups in the community, including volunteer stations, to provide examinations, or funds to cover the cost.

(3) Costs of supplemental tests or medications are the Foster Grandparent's personal responsibility.

f. Uniforms or Smocks

When volunteer stations require Foster Grandparents to wear special uniforms or smocks, the uniforms and laundering will be provided at no cost to the volunteer.

g. Recognition

Appropriate recognition will be provided for Foster Grandparents.

(1) At least annually the FGP project sponsor shall plan and arrange for formal public recognition of Foster Grandparents for their service to the community. Sponsors are also authorized to provide recognition to local individuals and agencies or organizations for significant activities in support of Foster Grandparent project goals.

(2) Informal recognition ought to be continuous, such as listening to and acting on recommendations by Foster Grandparents, offering honest praise, and providing assignments that are increasingly satisfying.

(3) Recognition events may consist of special ceremonies, teas, luncheons and recreational outings at which pins and certificates for stipulated terms of service are awarded.

(4) The Advisory Council and volunteer stations are expected to participate. Community contributions in support of recognition activities can enhance the quality of the events. Contributions need not be monetary; donated space, food, decorations and transportation should be encouraged.

(5) To emphasize the importance of the occasion, ACTION state, regional, and national staff, as well as city and county officials and officers of local organizations may be invited.

38. LEGAL REPRESENTATION

Counsel may be employed and counsel fees, court costs, bail and other expenses incidental to the defense of a Foster Grandparent may be paid in a criminal, civil or administrative proceeding, when such a proceeding arises directly out of performance of the Foster Grandparent's activities. 45 CFR Part 1220 establishes the circumstances under which ACTION may pay such expenses. Consult the ACTION State Office for guidance as needed if it becomes necessary.

CHAPTER 9

PROJECT MANAGEMENT

39. INTRODUCTION TO GRANT MANAGEMENT

a. Sponsors shall manage grants awarded to them in accordance with Foster Grandparent regulations, ACTION Handbook 2650.2, entitled Grants Management Handbook for Grantees, and policies stated in this handbook. A copy of each document will be furnished the sponsor at the time the initial grant is awarded.

b. Project support provided under an ACTION grant shall be furnished at the lowest possible cost consistent with the effective operation of the project.

c. Project costs for which grant funds are budgeted must be reasonable and justified as being essential to project operation.

(1) Specific costs proposed to be incurred by the sponsor may be either allowable or unallowable. Only allowable costs may be budgeted. Only amounts approved by ACTION may be funded.

(2) An alphabetical listing of the most common costs normally incurred in the operation of a project is found in ACTION Handbook 2650.2. Costs which are not allowable are also listed. Questions regarding costs not included in the listing should be referred to the ACTION State Program Office serving your state.

(a) Equipment or Supplies for Volunteers on Assignment

Not allowable.

(b) Insurance, Miscellaneous

Not allowable for the following insurance:

1 Public liability insurance for sponsors (allowable for space occupied separately by FGP)

2 Primary insurance for personal vehicles of volunteers or project staff.

3 Health insurance for volunteers.

d. Recruitment of Hard-to-Reach Volunteers

Allowable for costs of recruitment of hard-to-reach volunteers such as ethnic groups who may not be reachable by normal recruitment methods but may respond to newspaper classified advertisements in ethnic newspapers. ACTION funds shall not be budgeted for newspaper, radio and TV advertising normally donated as a public service.

e. Staff of Sponsor (other than FGP project staff)

Not allowable, except for pro-rated time of sponsors' staff performing necessary payroll, accounting, or janitorial services for the project.

40. RESERVED.

41. BUDGET MANAGEMENT

a. Budget Categories

(1) Allowable costs are separated according to whether the proposed source of project support is federal or non-federal.

In context of the budget,

(a) "Federal" means ACTION

(b) "non-federal" means sources other than ACTION including certain other Federal agencies as permitted by law.

Note: The term "non-federal support" may also be referred to as "non-ACTION" or "local" support.

(2) Allowable costs separated by source are further differentiated by purpose, that is, whether the funds are to cover costs of Volunteer Expenses or of Volunteer Support.

(a) "Volunteer Expenses" is a limited category which includes only the following costs:

1 Volunteer stipends

2 Volunteer transportation

3 Volunteer meals

4 Volunteer insurance

5 Volunteer physical examinations

6 Volunteer recognition

7 Volunteer uniforms or smocks

Note: The term "Volunteer Expenses" is synonymous with the term "direct benefits" and they may be used interchangeably.

(b) "Volunteer Support" includes all allowable costs other than those included above in Volunteer Expenses.

b. Budget Criteria

(1) The total of Volunteer Expenses (direct benefits) for Foster Grandparents, including stipends, insurance, transportation, meals, physical examinations, recognition, and uniforms or smocks if appropriate, shall be an amount equal to at least 90% of the amount of the ACTION federal share of the grant award. Federal and non-Federal resources may be used to make up this sum. In exceptional circumstances the Director may waive this requirement.

(2) An ACTION grant may be awarded to fund up to 90% of the cost and development of a Foster Grandparent Program project. The sponsor is required to contribute at least 10% of the total project cost.

(a) Project support from non-ACTION sources may be in cash or in-kind contributions.

(b) ACTION-approved local in-kind contributions may constitute part or all of local support.

(c) In exceptional circumstances, the Director may approve assistance for more than 90% of the total project costs, if (1) the project is located in an area where local resources are too limited to provide 10%, or (2) a test project is determined to be of exceptional value, sufficient to warrant federal support in excess of 90% of the total project cost.

(d) All non-ACTION funding expended for allowable costs will be counted as local support and as a contribution to the sponsor's local support, with the exception that:

1 stipend payments in excess of the amount established by the Director may not be included as part of the local support contribution; and

2 local funds already committed to meet matching requirements of other funding sources may not be budgeted as part of the local support of the Foster Grandparent project.

3 funds from federal agencies other than ACTION may not be budgeted as part of the sponsor's local support contribution, except those specifically authorized by law, which currently include:

a CETA, Dept of Labor

b Title I, Community Development Block Grant Funds, HUD

4 Direct benefit items, including transportation, meals, physical examinations, uniforms and recognition items, purchased at the volunteer's expense, are not allowable as contributions to the non-federal share of the budget.

(3) The sponsor's obligation or expenditure of ACTION funds may not exceed the amount of the ACTION award.

(4) The sponsor may budget expenditures of ACTION or non-ACTION funds in any amount for any line category in either Volunteer Support or Volunteer Expenses, except that the project budget shall provide for not less than the ACTION-required minimum expenditure for volunteer stipends. The total amount budgeted for stipends may be made up of ACTION funds, or non-ACTION funds, or both in any proportion.

(5) The number of individuals serving as Foster Grandparents may vary from time to time in order to accomplish the number of budgeted volunteer service years.

c. Budget Revision

(1) During the course of the budget period the sponsor may revise the project budget provided such revision is consistent with the requirements of paragraph 23

of ACTION Handbook 2650.2 and meets the following guidelines:

(a) Any amount may be reprogrammed from any line item in Volunteer Support into any other line item in the budget, with notice to ACTION. However, prior approval from ACTION is required for the purchase of equipment with rebudgeted federal funds.

(b) Any amount from any line item in Volunteer Expenses, except stipends, may be reprogrammed into any other line item in Volunteer Expenses. Reprogramming of stipends requires prior written approval from ACTION.

(c) No amount in any line item in Volunteer Expenses may be reprogrammed into Volunteer Support, without prior written approval from ACTION.

(2) The total funding budgeted in each line item must at all times remain adequate to ensure efficient project operation and to fulfill both qualitative and quantitative requirements of ACTION regulations and policies.

d. Budget Non-Compliance

(1) In the event the sponsor fails to meet its agreed to non-Federal commitment, one or more of the following procedures will apply:

(a) If during the course of the budget period the sponsor is unable to increase the amount of non-federal expenditure to the rate of commitment, the sponsor should initiate a renegotiation of the project budget to reflect the actual expenditure amount. ACTION may issue an amended Notice of Grant Award, but may not extend the budget period beyond its termination date. Requests for renegotiation of the non-federal commitment should be submitted as soon as the need is apparent, but at least 45 days prior to the end of the budget period.

(b) If by the close of the budget period the stipulated local support requirement has not been met, ACTION will consider this failure a breach of the conditions of the grant. ACTION may require the sponsor to make up the deficiency. In addition, the sponsor must indicate:

1 what specific attempts were made by the sponsor to obtain local funding support, and

2 what known and potential funding is anticipated should ACTION agree to continuation of the project.

(2) If actual expenditures for Volunteer Expenses do not equal at least 90% of the ACTION federal grant, the sponsor will provide a statement with the final FSR, identifying:

(a) why the requirement was not honored;

(b) what specific attempts were made to achieve the required percentage;

(c) the sponsor's plan to achieve the required percentage in the current budget period.

e. Management of Volunteer Service Years

(1) Counting Foster Grandparents

There are three distinct ways of grouping volunteers for purposes of counting them:

(a) Enrolled Volunteers

This is the combined total of Foster Grandparents on both active and inactive volunteer status. The enrolled total is the figure best used in estimates of the number of physical examinations and recognitions that must be budgeted annually.

(b) Active Volunteers

This is the total of Foster Grandparents actually serving or who served within the seven-day period ending when the count is made. It includes volunteers normally on active service but temporarily on earned leave. The annual average active total, less the average number of persons on earned leave, is the figure used to estimate the number of volunteer meals, transportation and insurance to be budgeted annually.

(c) Stipended Volunteers

This is the total of active Foster Grandparents who will receive a stipend for services

rendered during the seven day period ending when the count is made. Volunteers normally active and stipended but who are temporarily on earned leave are counted as stipended. An annual average stipended total is used to estimate the amount of stipend funds to be budgeted annually.

(2) Volunteer Service Year

(a) ACTION budget procedures use the following standard to express one full year of volunteer service:

1 1044 hours annually, or

2 261 days annually (at 4 hours per day), or

3 52.2 weeks annually (at 20 hours per week).

(b) The standardized stipend cost per volunteer service year is: 1044 hours x $2.00 (per hour) = $2,088

(c) All service time for an individual plus all earned leave (as provided for in the sponsor's policies governing earned leave) cannot exceed, in the aggregate, 1044 hours in time or $2,088 in stipend cost annually per volunteer service year.

Note: The terms "volunteer service year" and "budgeted volunteers" and "funded volunteers" are synonymous and may be used interchangeably.

f. Management of Stipend Funds

ACTION will not provide additional funds to a sponsor to cover the over-expenditure of stipend funds. At the same time, full expenditure of stipend funds available should be a management aim. During the first year of project operation, recruiting delays and start-up time normally prevent full utilization of the stipend monies available.

(1) Factors Influencing Expenditure of Stipend Funds

Sponsors should attempt to avoid large fluctuations in the number of Foster Grandparents on board during the budget period. However, the following factors may make it difficult to maintain a consistent total number of Foster

Grandparents active at all times

(a) abnormal attrition rates;

(b) extended leaves-of-absence;

(c) delays in scheduling of orientation due to weather resulting in delays in assignment;

(d) less than full year assignments in educational settings.

(2) Suggestions for Management of Stipend Funds Through Management of Stipended Hours

(a) Estimate Scheduled and Unscheduled Absences

In lieu of having had experience in actual budget outlays in prior years, it will be essential for the sponsor to estimate the effect volunteer absences will have on the actual total of hours stipended.

1 Scheduled (stipended) Absence

The sponsor's FGP project policies relating to volunteer leave will be a guide for estimating stipended absence with accuracy. Review of volunteer service schedules, and interviews with individual volunteers, will support accurate estimates as to when the Foster Grandparents will take stipended leave.

2 Scheduled (unstipended) Absence

Predictable unpaid absences may occur for individual Foster Grandparents when, for example,

a there are school vacations for which the sponsor's leave policy allows no stipend for the Foster Grandparent's time off;

b an individual Foster Grandparent's service is given at a less than 12 months facility (a variety of institutional and school assignments may fit this pattern) and the project director has been unable to locate an appropriate supplemental assignment elsewhere.

3 Unscheduled (unstipended) Absences

Foster Grandparents may use leave time beyond the scheduled allowance provided for in the sponsor's leave policy. The nature of this kind of absence will be made apparent from a brief listing:

a the volunteer's exceptionally lengthy illness; or

b personal matters relating to the volunteer's family which require emergency attention.

(b) Compare Planned Hours With Actual Hours

Management of stipend expenditures may be accomplished through careful monitoring of hours of service as follows:

Step #1

Determine the total number of hours of Foster Grandparent service planned and budgeted:

For a 60 volunteer service year project the stipend funds must be at most 60 x $2,088, or $125,280 total.

Find the number of hours funded by either multiplying 60 (volunteers) x 1044 (hours)

or by

dividing $125,280 (total stipend funds) by $2.00 (cost per hour). The result from either method is 62,640 hours.

Step #2

Determine the number of hours budgeted per pay period:

Divide the total hours by the number of stipend pay periods annually. The total pay periods will be either 26 or 52.2 annually.

If there are 52.2 pay periods, then the total hours (62,640 in this example) divided by 52.2 equals 1,200 hours for which funding is provided each week.

Step #3

Monitor the actual running total of service time plus stipended leave. Whenever the weekly total of service time plus stipended leave is below the 1,200 weekly allotment of hours, the sponsor has an excess in hours available for stipending. Whenever the running total is above the weekly allotment, the sponsor creates a deficit in hours. Reviews conducted each pay period will enable projections to be made as to the rate of expenditure, and cumulative expenditures, in terms of hours.

(c) Estimate Annual Reserve of Stipendable Hours

With estimates in hand for hours of:

1 scheduled service (stipended)

2 scheduled absence (stipended)

3 scheduled absence (unstipended)

4 unscheduled absence (unstipended)

the sponsor will be able to estimate, from the beginning of the budget year, whether there will be a net excess in hours funded over actual hours to be stipended. If there is a net excess, it may be considered a reserve, which the sponsor should plan to draw upon immediately. For each estimated reserve of 1044 hours as of the beginning of the budget year, the sponsor can add one additional Foster Grandparent to the budgeted number of volunteer service years. Adjustments in enrollment to fully utilize the estimated reserve should be made as early as possible in the budget period because adjustments in enrollment become increasingly impracticable as the budget period progresses.

It is possible, it is allowable, and it is encouraged, to have more persons actually serving and stipended at a given time than there are volunteer service years budgeted, so long as there is an estimated reserve of volunteer service hours available within budget.

42. PROJECT AMENDMENTS

a. The following changes require written approval from ACTION prior to implementation.

(1) Reduction in volunteer service years;

(2) appointment of a project director and subsequent replacement;

(3) a change in the service area;

(4) the placement of Foster Grandparents with volunteer stations not included in the grant application;

(5) changes in the service schedule which were not contained in the approved grant application.

43. SUSPENSION, TERMINATION AND DENIAL OF REFUNDING

Grant suspension, termination and denial of refunding procedures are set forth in 45 CFR Part 1206, Chapter XII, and in ACTION Handbook 2650.2.

CHAPTER 10

REPORTS AND RECORDKEEPING

44. REPORTS

The sponsor has the responsibility to maintain project records in accordance with generally accepted accounting practice, and to provide for the preparation and submission of reports required by ACTION.

a. Financial Reports

The requirements and procedures for financial reporting are explained in ACTION Handbook 2650.2.

b. Project Progress Report (ACTION Form A-1020)

Project Progress Reports (PPRs) are to cover the same periods as the Financial Status Reports (FSRs), and should be submitted with the FSRs, except for the final FSR. Thus, the due date is no later than 30 days after the end of each specified reporting period. The Project Profile/Volunteer Activity Survey described in the next paragraph is to be submitted in lieu of an annual report to accompany the final FSR.

See Appendix 12 for a sample of ACTION Form A-1020.

c. Project Profile/Volunteer Activity Survey (ACTION Form A-1021)

This dual purpose report is required annually, covering the twelve-month period between April 1 and March 31. It is submitted in May of each year by all projects. In the Survey, the sponsor provides a statistical profile of the Foster Grandparents serving during the period, including detail on project activities:

(1) Much of the information needed to complete the Project Profile section of the Survey can be extracted from routine project volunteer records, such as enrollment records. However, one of the questions in this report requests information about the racial composition of the Foster Grandparents on the project. This information is requested to ascertain the project's compliance with

the Civil Rights Act of 1964, as amended. Since this information legally may not be requested on the enrollment form, or any other form, ACTION recommends that the sponsor determine racial background by observation and chart this information in any useful summary format; no such chart, or any other form of recordkeeping, may relate racial data to individual Foster Grandparents by name.

(2) The Volunteer Activity section of the Survey requests sponsors to categorize the activities of Foster Grandparents and to total the number of hours served in each activity. Most Foster Grandparent service assignments are in three areas of activity:

(a) Health and Nutrition

(b) Knowledge and Skills

(c) Community Services

A booklet containing definitions of basic human need activities is available from ACTION to assist sponsors in identifying categories of service.

See Appendix 13 for a sample of ACTION Form A-1021.

45. RECORDKEEPING

The sponsor shall develop a recordkeeping system which will permit the orderly collection, storage and retrieval of information relating to volunteer stations, the project's volunteers, and fiscal aspects of project operation.

a. Sponsor Records on Volunteer Stations

The project should maintain a file on each volunteer station containing:

(1) a current Memorandum of Understanding, signed;

(2) Letters of Agreement, wherever there are in-home assignments through the volunteer station;

(3) a listing by name of the Foster Grandparents placed at the volunteer station.

b. Sponsor Records on Individual Foster Grandparents

(1) The project should maintain a file on each Foster Grandparent containing:

(a) a signed enrollment form including name, address, telephone number and social security number;

(b) a signed Designation of Beneficiary (for insurance purposes);

(c) the name of the volunteer station with which the Foster Grandparent is placed;

(d) the Foster Grandparent's service schedule;

(e) a copy of the volunteer station's descriptions of the Foster Grandparent's current assignments with children;

(f) the most recent annual physical examination report (must have been updated within past twelve months);

(g) the most recent annual income eligibility review (must have been updated within the past twelve months);

(h) for Foster Grandparents who use their personal vehicles for project-related activities:

1 their driver's license number and current expiration date;

2 a certification of personal automobile liability insurance; and

(i) annual performance appraisal.

(2) Due to the personal nature of the information contained in the Foster Grandparent personal folders, ACTION recommends that they be kept in locked files.

(3) Records may be subject to state law or local ordinance governing access to records.

CHAPTER 11

COMMUNITY RELATIONS

46. COORDINATION WITH COMMUNITY ORGANIZATIONS AND AGENCIES

a. The sponsor shall coordinate activities with project-related groups and individuals, including those representing government, industry, labor, volunteer organizations, programs for children, programs for the aging, including state and Area Agencies on Aging, health care organizations, and other ACTION programs, to facilitate cooperation with existing or planned community services and to develop community support.

b. With a variety of community service programs competing for limited resources, a sponsor should use sound planning and preparation in order to generate local support. Development of cost sharing support can be facilitated by integration of the Foster Grandparent project into the community, rather than operating as a single focus project. Suggested steps toward achieving coordination are:

(1) prepare a brief summary of the project, its plans and accomplishments, the value of the project to the community, and a statement of the types and amounts of support needed for the project;

(2) meet with individuals or groups who can contribute to the project or who can influence others to contribute to it; then

(3) follow up the meeting with each person or group contacted.

47. PUBLIC AWARENESS

a. A strong community relations program ensures public awareness of start-up activities and continuing project development.

b. It is the responsibility of both the project sponsor and the project director to inform all social service agencies, city and county officials, senior citizens' organizations and communication media about development, growth and success of the project.

c. Public awareness can be advanced through public speaking appearances before service clubs, fraternal

organizations, church groups and meetings with local, county and state governmental units. Films and filmstrips about older Americans volunteer activities are available through ACTION state, regional, and national offices.

d. Active Foster Grandparent Project Advisory Council support enhances community interest in project activities. Some Advisory Councils have formed community relations committees which assist the project in coordinating and speaking about Foster Grandparents before organizations that members represent.

e. The Foster Grandparent Program is included in ACTION's national advertising program. Public service TV and radio spots promote its identity. Through the ACTION public affairs office, continuing efforts are made to place program information and human interest stories in national and local publications. ACTION also makes available to sponsors and project staff an Older American Volunteer Program publication entitled Prime Times, which provides a valuable interchange of information and programmatic ideas for project directors and volunteers, and helps to establish a sense of national program identity.

f. Public awareness of the nationwide program and of the local project should be promoted regularly through local communication media. Systematic contacts with newspapers, radio and TV should be established and maintained. Announcements of local news value should be prepared and forwarded to news media.

Some examples of announcements are:

(1) an agreement reached with a new volunteer station;

(2) the appointment of locally prominent persons to the Advisory Council or the establishment of a newsworthy special committee of the Advisory Council;

(3) supporting statements made by officials and civic leaders; and

(4) any special Foster Grandparent project event, such as the presentation of awards to the volunteers or to the project staff for significant achievement.

g. The news media are usually interested in providing time or space for interviews with Foster Grandparents or project staff, particularly in small communities.

Key Provisions of the Domestic Volunteer Service Act of 1973, as amended (Public Law 93-113)

TITLE II - NATIONAL OLDER AMERICAN VOLUNTEER PROGRAM

PART B - FOSTER GRANDPARENT PROGRAM

GRANTS AND CONTRACTS FOR VOLUNTEER SERVICE PROJECTS

Sec. 211. (a) The Director is authorized to make grants to or contracts with public and nonprofit private agencies and organizations to pay part or all of the cost of development and operation of projects (including direct payments to individuals serving under this part) designed for the purpose of providing opportunities for low-income persons aged sixty or over to provide supportive person-to-person services in health, education, welfare, and related settings to children having exceptional needs, including services by individuals serving as "foster grandparents" to children receiving care in hospitals, homes for dependent and neglected children, or other establishments providing care for children with special needs.

(b) (1) Any public or private nonprofit agency or organization responsible for providing person-to-person services to a child in a project carried out under subsection (a) of this section shall have the exclusive authority to determine, pursuant to the provisions of paragraph (2) of this subsection -

(A) which children may receive supportive person-to-person services under such project; and

(B) the period of time during which such services shall be continued in the case of each individual child.

(2) In the event that such an agency or organization determines that it is in the best interests of a mentally retarded child receiving, and of a particular foster grandparent providing, services in such a project, such relationship may be continued after the child reaches the chronological age of 21: Provided, That such child was receiving such services prior to attaining the chronological age of 21.

(3) Any determination made by a public or nonprofit private agency or organization under paragraphs (1) and (2) of

this subsection shall be made through mutual agreement by all parties involved with respect to provision of services to the child involved.

(c) For the purpose of this section, the terms "child" and "children" mean any individual or individuals who are less than 21 years of age.

(d) The Director, in accordance with regulations he shall prescribe, may provide to persons serving as volunteers under this part, such allowances, stipends and other support as he determines are necessary to carry out the purpose of this part. Any stipend or allowance provided under this subsection shall not be less than $2 per hour, except that (1) no increase in the stipend or allowance shall be made pursuant to this sentence unless the funds appropriated for carrying out this part are sufficient to maintain for the fiscal year in question a number of participants to serve under this part at least equal to the number of such participants serving during the preceding fiscal year, and (2) in the event that sufficient appropriations for any fiscal year are not available to increase any such stipend or allowance provided to $2 per hour, the Director shall increase the stipend or allowance to such amount as appropriations for such year permit consistent with clause (1) of this exception.

PART D

COORDINATION WITH OTHER FEDERAL PROGRAMS

Sec. 221. In carrying out this title, the Director shall consult with the Departments of Labor and Health and Human Services, and any other Federal agencies administering relevant programs with a view to achieving optimal coordination with such other programs, and shall promote the coordination of projects under this title with other public or private programs or projects carried out at State and local levels. Such Federal agencies shall cooperate with the Director in disseminating information about the availability of assistance under this title and in promoting the identification and interest of low-income and other older persons whose services may be utilized in projects under this title.

PAYMENTS

Sec. 222. Payments under this title pursuant to a grant or contract may be made (after necessary adjustment, in the case of grants, on account of previously made overpayments or underpayments) in advance or by way of reimbursement, in such installments and on such conditions as the Director may determine.

MINORITY GROUP PARTICIPATION

Sec. 223. The Director shall take appropriate steps to insure that special efforts are made to recruit, select, and assign qualified individuals sixty years and older from minority groups to serve as volunteers under this title.

TITLE IV - ADMINISTRATION AND COORDINATION

POLITICAL ACTIVITIES

Sec. 403. (a) No part of any funds appropriated to carry out this Act, or any program administered by the ACTION Agency, shall be used to finance, directly or indirectly, any activity designed to influence the outcome of any election to Federal office, or the outcome of any election to any State or local public office, or any voter registration activity, or to pay the salary of any officer or employee of the ACTION Agency, who, in his official capacity as such an officer or employee, engages in any such activity. As used in this section, the term "election" (when referring to an election for Federal office) has the same meaning given such term by section 301(a) of the Federal Election Campaign Act of 1971 (Public Law 92-225), and the term "Federal office" has the same meaning given such term by section 301(c) of such Act.

(b)(1) Programs assisted under this Act shall not be carried on in a manner involving the use of funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with (A) any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or party office, (B) any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election, or (C) any voter registration activity.

(2) No funds appropriated to carry out this Act shall be used by any program assisted under this Act in any activity for the purpose of influencing the passage or defeat of legislation or proposals by initiative petition, except -

(A) in any case in which a legislative body, a committee of a legislative body, or a member of a legislative body requests any volunteer in, or employee of, such a program to draft, review, or testify regarding measures or to make representations to such legislative body, committee, or member; or

(B) in connection with an authorization or appropriations measure directly affecting the operation of the program.

(c) The Director, after consultation with the Office of Personnel Management, shall issue rules and regulations to provide for the enforcement of this section, which shall include provisions for summary suspension of assistance for no more than thirty days until notice and an opportunity to be heard can be provided or other action necessary to permit enforcement on an emergency basis.

SPECIAL LIMITATIONS

Sec. 404. (a) The Director shall prescribe regulations and shall carry out the provisions of this Act so as to assure that the service of volunteers assigned, referred, or serving pursuant to grants, contracts, or agreements made under this Act is limited to activities which would not otherwise be performed by employed workers and which will not supplant the hiring of or result in the displacement of employed workers, or impair existing contracts for service.

(b) All support, including transportation provided to volunteers under this Act, shall be furnished at the lowest possible costs consistent with the effective operation of volunteer programs.

(c) No agency or organization to which volunteers are assigned hereunder, or which operates or supervises any volunteer program hereunder, shall request or receive any compensation for services of volunteers supervised by such agency or organization.

(d) No funds authorized to be appropriated herein shall be directly or indirectly utilized to finance labor or anti-labor organization or related activity.

(e) Persons serving as volunteers under this Act shall provide such information concerning their qualifications, including their ability to perform their assigned tasks, and their integrity, as the Director shall prescribe and shall be subject to such procedures for selection and approval as the Director determines are necessary to carry out the purposes of this Act. The Director may establish such special procedures for the recruitment, selection, training, and assignment of low-income residents of the area to be served by a program under this Act who wish to become volunters as he determines will further the purposes of this Act.

(g)(1) Notwithstanding any other provision of law except as may be provided expressly in limitation of this subsection, payments to volunteers under this Act shall not in any way reduce or eliminate the level of or eligibility for assistance or services any such volunteers may be receiving under any governmental program, except that this paragraph shall not apply in the case of such payments when the Director determines that the value of all such payments, adjusted to reflect the number of hours such volunteers are serving, is equivalent to or greater than the minimum wage then in effect under the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.) or the minimum wage, under the laws of the State where such volunteers are serving, whichever is the greater.

JOINT FUNDING

Sec. 408. Pursuant to regulations prescribed by the President, and to the extent consistent with the other provisions of this Act, where funds are provided for a single project by more than one Federal agency to an agency or organization assisted under this Act, the Federal agency principally involved may be designated to act for all in administering the funds provided, and, notwithstanding any other provision of law, in such cases, a single non-Federal share requirement may be established according to the proportion of funds advanced by each agency. When the principal agency involved is the ACTION Agency, it may waive any grant or contract requirement (as defined by such regulations) under or pursuant to any law other than this Act, which requirement is inconsistent with the similar requirements under or pursuant to this Act.

COORDINATION WITH OTHER PROGRAMS

Sec. 410. The Director shall take necessary steps to coordinate volunteer programs authorized under this Act with one another, with community action programs, and with other related Federal, State, and local programs. The Director shall also consult with the heads of other Federal, State, and local agencies responsible for programs related to the purposes of this Act with a view to encouraging greater use of volunteer services in those programs and establishing in connection with them systematic procedures for the recruitment, referral, or necessary preservice orientation or training of volunteers serving pursuant to this Act. The Director, in consultation with the Director of the Office of Personnel Management and the Secretaries of Labor, Commerce, and the Treasury and officials of other appropriate departments and agencies, shall take all appropriate steps to encourage State and local governments, charitable and service organizations, and private

employers (1) to take into account experience in volunteer work in the consideration of applicants for employment; and (2) to make provisions for the listing and description of volunteer work on all employment application forms.

NOTICE AND HEARING PROCEDURES FOR SUSPENSION AND TERMINATION OF FINANCIAL ASSISTANCE

Sec. 412. The Director is authorized, in accordance with the provisions of this section, to suspend further payments or to terminate payments under any contract or grant providing assistance under this Act, whenever he determines there is a material failure to comply with the applicable terms and conditions of any such grant or contract. The Director shall prescribe procedures to insure that -

(1) assistance under this Act shall not be suspended for failure to comply with applicable terms and conditions, except in emergency situations for thirty days, nor shall an application for refunding under this Act be denied, unless the recipient has been given reasonable notice and opportunity to show cause why such action should not be taken; and

(2) assistance under this Act shall not be terminated for failure to comply with applicable terms and conditions unless the recipient has been afforded reasonable notice and opportunity for a full and fair hearing.

DISTRIBUTION OF BENEFITS BETWEEN RURAL AND URBAN AREAS

Sec. 414. The Director shall adopt appropriate administrative measures to assure that the benefits of and services under this Act will be distributed equitably between residents of rural and urban areas.

EVALUATION

Sec. 416. (a) The Director shall periodically measure and evaluate the impact of all programs authorized by this Act, their effectiveness in achieving stated goals in general, and in relation to their cost, their impact on related programs, and their structure and mechanisms for delivery of services. Evaluations shall be conducted by persons not immediately involved in the administration of the program or project evaluated.

(b) The Director shall develop and publish general standards for evaluation of program and project effectiveness in achieving the objectives of this Act. Reports submitted pursuant to section 407 shall describe the actions taken as a result of evaluations carried out under this section.

(c) In carrying out evaluations under this title, the Director shall whenever possible, arrange to obtain the opinions of program and project participants about the strengths and weaknesses of such programs and projects.

(d) The Director shall publish summaries of the results of evaluations of program and project impact and effectiveness no later than sixty days after the completion thereof.

(e) The Director shall take the necessary action to assure that all studies, evaluations, proposals, and data produced or developed with Federal funds shall become the property of the United States.

(f) The Director is authorized to use such sums as are required, but not to exceed 1 per centum of the funds appropriated under this Act, to conduct program and project evaluations (directly, or by grants or contracts) as required by this Act. In the case of allotments from such an appropriation, the amount available for such allotments (and the amount deemed appropriate therefor) shall be reduced accordingly.

NONDISCRIMINATION

Sec. 417. (a) The Director shall not provide financial assistance for any program under this Act unless the grant, contract, or agreement with respect to such program specifically provides that no person with responsibilities in the operation of such program will discriminate with repect to any such program because of race, creed, belief, color, national origin, sex, age, handicap, or political affiliation. For purposes of this subsection, and for purposes of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Age Discrimination Act of 1975 (Public Law 94-135, title III; 42 U.S.C. 6101 et seq.), any program, project, or activity to which volunteers are assigned under this Act shall be deemed to be receiving Federal financial assistance.

(b) No person in the United States shall on the ground of sex be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with, any program or activity receiving

assistance under this Act. The Director shall enforce the provisions of the preceding sentence in accordance with section 602 of the Civil Rights Act of 1964 (42 U.S.C. 2000d-1). Section 603 of such Act shall apply with respect to any action taken by the Director to enforce such sentence. This section shall not be construed as affecting any other legal remedy that a person may have if that person is excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any program or activity receiving assistance under this Act.

(c)(1) The Director shall apply the nondiscrimination policies and authorities set forth in section 717 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-16), in title V of the Rehabilitation Act of 1973 (29 U.S.C. 791 et seq.), and in the Age Discrimination Act of 1975 (Public Law 94-135, title III; 42 U.S.C. 6101 et seq.) to applicants for enrollment for service as volunteers, and to volunteers serving, under this Act and the Peace Corps Act (22 U.S.C. 2501 et seq.). Any remedies available to individuals under such laws, other than the right of appeal to the Civil Service Commission authorized by section 717 of the Civil Rights Act of 1964, and transferred to the Equal Employment Opportunity Commission by Reorganization Plan Number 1 of 1978, shall be available to such applicants or volunteers.

(2) Not later than 90 days after the date of the enactment of the Domestic Volunteer Service Act Amendments of 1979, the Director, after consultation with the Equal Employment Opportunity Commission with regard to the application of the policies set forth in section 717 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-16), and with the Interagency Coordinating Council, established by section 507 of the Rehabilitation Act of 1973 (29 U.S.C. 797), and the Interagency Committee on Handicapped Employees, established by section 501(a) of the Rehabilitation Act of 1973 (29 U.S.C. 791(a)), with regard to the application of the policies set forth in title V of the Rehabilitation Act of 1973 (29 U.S.C. 791 et seq.), and, not later than 90 days after the Secretary of Health and Human Resources publishes final general regulations to carry out the Age Discrimination Act of 1975 (Public Law 94-135, title III; 42 U.S.C. 6101 et seq.), and after consultation with the Secretary with regard to the application of the policies set forth in such Act, shall prescribe regulations establishing the procedures for the application of such policies and the provision of such remedies so as to promote the enrollment and service of persons as volunteers without regard to the discriminatory factors described in such laws.

ELIGIBILITY FOR OTHER BENEFITS

Sec. 418. Notwithstanding any other provision of law, no payment for supportive services or reimbursement of out-of-pocket expenses made to persons serving pursuant to title II of this Act shall be subject to any tax or charge or be treated as wages or compensation for the purposes of unemployment, temporary disability, retirement, public assistance, or similar benefit payments, or minimum wage laws. This section shall become effective with respect to all payments made after the effective date of this Act.

LEGAL EXPENSES

Sec. 419. Notwithstanding any other provision of law and pursuant to regulations which the Director shall prescribe, counsel may be employed and counsel fees, court costs, bail, and other expenses incidental to the defense of volunteers may be paid in judicial or administrative proceedings to which full-time volunteers (or part-time volunteers when such proceeding arises directly out of the performance of activities pursuant to this Act or section 8(b)(1) of the Small Business Act, as amended (15 U.S.C. 637(b)(1))), serving under this Act have been made parties.

DEFINITIONS

Sec. 421. For the purposes of this Act-

(1) the term "Director" means the Director of the ACTION Agency;

(2) the terms "United States" and "States" mean the several States, the District of Columbia, the Virgin Islands, Puerto Rico, Guam, and American Samoa and, for the purposes of title II of this Act, the Trust Territory of the Pacific Islands;

(3) the term "nonprofit" as applied to any agency, institution, or organization means an agency, institution, or organization which is, or is owned and operated by, one or more corporations or associations no part of the net earnings of which inures, or may lawfully inure, to the benefit of any private shareholder or individual; and

(4) the term "poor" or "low-income" persons, individuals, or volunteers means such individuals whose incomes fall at or below the poverty line as set forth

in section 625 of the Economic Opportunity Act of 1964, as amended by Public Law 92-424 (42 U.S.C. 2971d): Provided, That in determining who is "poor" or "low-income", the Director shall take into consideration existing poverty guidelines as appropriate to local situations.

AUDIT

Sec. 422. (a) Each recipient of Federal grants, subgrants, contracts, subcontracts, or loans entered into under this Act other than by formal advertising, and which are otherwise authorized by this Act, shall keep such records as the Director shall prescribe, including records which fully disclose the amount and disposition by such recipient of the proceeds of such assistance, the total cost of the project or undertaking in connection with which such assistance is given or used, the amount of that portion of the cost of the project or undertaking supplied by other sources, and such other records as will facilitate an effective audit.

(b) The Director and the Comptroller General of the United States, or any of their duly authorized representatives, shall, until the expiration of three years after completion of the project or undertaking referred to in subsection (a) of this section, have access for the purpose of audit and examination to any books, documents, papers, and records of such recipients which in the opinion of the Director or the Comptroller General may be related or pertinent to the grants, contracts, subcontracts, subgrants, or loans referred to in subsection (a).

REVIEW OF PROJECT RENEWALS

Sec. 424. If the executive authority of any State or local government submits to the Director, not later than 30 days before the expiration of any contract or grant to carry out any project under this Act, a statement which objects to the renewal of such contract or grant, then the Director shall (1) review such statement and take it into account in determining whether to renew such contract or grant; and (2) submit to such executive authority a written statement of reasons regarding the Director's determination with respect to such renewal and specifically with respect to any objection so submitted.

PART 1208—FOSTER GRANDPARENT PROGRAM

Subpart A—General

Sec.
1208.1-1 Purpose of the program.
1208.1-2 Definitions.
1208.1-3 Coordination.

Subpart B—Project Development and Funding

1208.2-1 Inquiries.
1208.2-2 Local support.
1208.2-3 Sponsor eligibility and solicitation of proposals.
1208.2-4 Project proposals.
1208.2-5 Review of project proposals.
1208.2-6 Awards.
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Subpart C—Project Operations

1208.3-1 Sponsor responsibility.
1208.3-2 Project staff.
1208.3-3 Advisory Council.
1208.3-4 Volunteer station responsibility.
1208.3-5 Foster grandparents.
1208.3-6 Foster grandparent assignments.
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Subpart D—Non-ACTION Funded Projects

1208.4-1 Memorandum of agreement.

Subpart E—Sanctions and Legal Representation

1208.5-1 Special limitations.
1208.5-2 Legal representation.

Authority: Secs. 211(a), 212, 221, 222, 223, 402(14) and 420 of Pub. L. 93-113, 87 Stat. 402, 403, 404, 407 and 414, 42 U.S.C. 5011(a), 5012, 5021, 5022, 5023, 5042(14), and 5060.

Subpart A—General

§ 1208.1-1 Purpose of the program.

The Foster Grandparent Program (FGP) is authorized under Title II, Part B, of the Domestic Volunteer Service Act of 1973, as amended (Pub. L. 93-113). The dual purpose of the program is to provide opportunities for low-income persons aged 60 or over to give supportive person-to-person service in health, education, welfare or related settings to help alleviate the physical, mental, or emotional problems of children having exceptional or special needs.

§ 1208.1-2 Definitions.

Terms used in this part are defined as follows:

"Act" is the Domestic Volunteer Service Act of 1973, as amended (Pub. L. 93-113, 87 Stat. 394, 42 U.S.C. 4951).

"Advisory Council" is a group of persons formally organized by the project sponsor for the purpose of advising and supporting the sponsor in operating the project effectively.

"Agency" is the federal ACTION agency.

"Child" is any individual under 21 years of age.

"Children having exceptional needs" are those who are developmentally disabled such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy or are visually handicapped, speech impaired, multi-handicapped, hearing impaired, orthopedically impaired, emotionally disturbed or have a language disorder, specific learning disability or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist or educator before a Foster Grandparent is assigned to the child.

"Children with special needs" includes those who are: abused or neglected; in need of foster care; status offenders and other children or youth, as further defined in Title III of the Juvenile Justice Act Amendments of 1977; certain teen-age parents; and children in need of protective intervention in their homes.

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Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

"Direct Benefits" are stipends, meals, transportation, annual physical examinations, volunteer insurance, recognition and uniforms included in the budget as *Volunteer Expenses*.

"Director" is the Director of ACTION.

"Federally recognized Indian tribal government" means the governing body or a governmental agency of any Indian tribe, band, nation, or other organized group or community (including any Native village as defined in Section 3 of the Alaska Native Claims Settlement Act, 85 Stat. 688) certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

"Handbook" is the FGP Handbook No. 4405.90 which contains policies for implementing these regulations.

"Handicapped" is a person or persons having physical or mental impairments that substantially limit one or more major life activities.

"Hard-to-reach" individuals are those who are physically or socially isolated because of factors such as language, disability, or inadequate transportation.

"Household" refers to related or unrelated persons living under the same roof and sharing common living expenses.

"Individual Care or Treatment Plan" is a written description of a Foster Grandparent's assignment with a child. The plan defines the goals for the child to be attained through the relationship with a Foster Grandparent and the specific activities to be performed by the Foster Grandparent in the assignment.

"In-home" refers to non-institutional assignment of a Foster Grandparent in a private residence, a foster home, or a group home.

"Letter of Agreement" is a written agreement between a volunteer station, the project sponsor, and the person or persons legally responsible for the child served. It authorizes the assignment of a Foster Grandparent in the child's home, defines the Foster Grandparent's activities and delineates specific arrangements for supervision.

"Memorandum of Understanding" is a written statement prepared and signed by the Foster Grandparent project sponsor and the volunteer station which identifies project requirements, working relationships and mutual responsibilities.

"OAVP" refers to the Older American Volunteer Programs, which include: the Foster Grandparent Program, the Retired Senior Volunteer Program, and the Senior Companion Program.

"Parent" is a natural parent or a person acting in place of a natural parent, such as a child's natural grandparent, or a step-parent with whom the child lives. The term also includes otherwise unrelated individuals who are legally responsible for a child's welfare.

"Project" is the locally planned and implemented Foster Grandparent Program activity as agreed upon between ACTION and the sponsor.

"Service Area" is a geographically defined area in which Foster Grandparents are recruited, enrolled, and placed on assignments.

"Service Schedule" is the 20 hours per week that a Foster Grandparent serves.

"Sponsor" is a public agency or private nonprofit organization which is responsible for the operation of the Foster Grandparent project.

"Stipend" is a payment to Foster Grandparents to enable them to serve without cost to themselves.

"United States and States" mean the several states, the District of Columbia, the Virgin Islands, Puerto Rico, Guam, American Samoa and the Trust Territory of the Pacific Islands.

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"Volunteer Station" means a public agency, private nonprofit organization or proprietary health care agency or organization that accepts the responsibility for assignment and supervision of Foster Grandparents in health, education, welfare or related settings such as private homes, hospitals, homes for dependent and neglected children, or similiar establishments.

Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.

Private homes are not volunteer stations.

§ 1208.1-3 Coordination.

The sponsor shall coordinate activities with project-related groups and individuals, including those representing government, industry, labor, volunteer organizations, programs for children, programs for the aging, including State and Area Agencies on Aging, and other ACTION programs, to facilitate cooperation with existing or planned community services and to develop community support.

Subpart B—Project Development and Funding

§ 1208.2-1 Inquiries.

Inquiries regarding the Foster Grandparent Program application process, program criteria, or the availability of funds, should be directed to the ACTION State Office serving the inquirer's own state. ACTION headquarters office in Washington, D.C. will assist in directing inquiries to the appropriate state office.

§ 1208.2-2 Local support.

An ACTION grant may be awarded to fund up to 90% of the cost of development and operation of a Foster Grandparent project. The sponsor is required to contribute at least 10% of the total project cost. Stipend payments in excess of the amount established by ACTION may not be included as part of the local support commitment. In exceptional circumstances the Director may approve assistance for more than 90% of the total project cost if:

(a) The project is located in an area where local resources are too limited to provide 10%; or

(b) A test project is determined to be of exceptional value, sufficient to warrant Federal support in excess of 90% of the total project cost.

§ 1208.2-3 Sponsor eligibility and solicitation of proposals.

(a) *Sponsor eligibility.* ACTION will award grants only to public agencies and private non-profit organizations in the United States which have the authority to accept and the capability to administer such grants.

(b) *Solicitation of Proposals* (1) Any eligible organization may file an application for a grant. Applicants may also be solicited by ACTION pursuant to its objective of achieving equitable program resource distribution. Solicited applications are not assured of selection or approval and may have to compete with other solicited or unsolicited applications.

(2) Grants for projects to be carried out over an area in a state more comprehensive than one community shall be awarded to the State Agency on Aging unless:

(i) The state has not established or designated such an agency, or

(ii) Such agency has been afforded at least 45 days to review and make recommendations on a prospective sponsor's application.

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(3) Grants for projects to be carried out entirely in a community served by a Community Action Agency shall be awarded to that agency unless that agency and the State Agency on Aging have been afforded at least 45 days to review and make recommendations on a new grant application.

(4) In the event that the State Agency on Aging or the Community Action Agency is not awarded the applicable grant, any application that is approved will contain or be supported by satisfactory assurances that the project has been developed and will, to the extent feasible, be conducted in consultation with, or with the participation of, such agencies.

§ 1208.2-4 Project proposals.

(a) Applicants shall use standard forms prescribed by ACTION. ACTION State Offices will provide applicants with guidance and any additional instruction necessary to plan and budget proposed program activities.

(b) Agencies and organizations submitting grant applications must comply with the provisions of Executive Order 12372, the "Intergovernmental Review of Federal Programs and Activities," as set forth in 45 CFR Part 1233.

(c) A potential sponsor must submit one copy of an application for a new FGP project to the State Agency on Aging, which has 45 days to review the application and make recommendations. The State Agency on Aging shall state in writing to ACTION its recommendations and reasons within this time period or will be considered to have waived its rights under this part.

§ 1208.2-5 Review of project proposals.

(a) The ACTION State Office for the applicant's state will review the grant application to ensure that program requirements are complied with and that required documentation has been attached.

(b) If not approved, the application will be returned to the applicant with explanation of ACTION's decision. The unsuccessful applicant may reapply when the inadequacy, if any, found in the application is resolved.

§ 1208.2-6 Awards.

(a) ACTION will, within funds available, award a grant in writing to those applicants whose grant proposals provide the best potential for serving the purpose of the program. The award will be documented by *Notice of Grant Award* [NGA].

(b) The parties to the NGA are ACTION and the sponsoring organization. The NGA will document the sponsor's commitment to fulfill specific programmatic objectives and financial obligations. It will document the extent of ACTION's obligation to provide financial support to the sponsor.

(c) A sponsor may receive a grant award for more than one OAVP project.

§ 1208.2-7 Grant management.

(a) Sponsors shall manage grants awarded to them in accordance with these regulations, ACTION Handbook 2850.2 entitled, *Grants Management Handbook for Grantees*, and the FGP Handbook No. 4405.90. A copy of each document will be furnished to the sponsor at the time the initial grant is awarded.

(b) Project support provided under an ACTION grant shall be furnished at the lowest possible cost consistent with the effective operation of the project.

(c) Project costs for which ACTION funds are budgeted must be justified as being essential to project operation.

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§ 1208.2-6 Suspension, termination and denial of refunding.

Grant suspension, termination and denial of refunding procedures are set forth in 45 CFR Part 1208, Chapter XII, and in ACTION Handbook 2850.2

Subpart C—Project Operations

§ 1208.3-1 Sponsor responsibility.

The sponsor is responsible for all programmatic and fiscal aspects of the project and may not delegate or contract this responsibility to another entity. The sponsor has the responsibility to:

(a) Employ, supervise and support a Project Director, who will be directly responsible to the sponsor for the management of the project, including selection, training and supervision of project staff;

(b) Provide for the recruitment, assignment, supervision and support of Foster Grandparents. Special efforts are to be made to recruit and assign persons from minority groups, handicapped and hard-to-reach individuals, and groups in the community which are underrepresented in the project. The sponsor will stress the recruitment and enrollment of persons not already volunteering;

(c) Provide financial and in-kind support to fulfill the project's local share commitment;

(d) Establish, orient and support an independent FGP Advisory Council;

(e) Provide Foster Grandparents with not less than the minimum accident, personal liability, and excess auto liability insurance required by ACTION;

(f) Provide for appropriate recognition of the Foster Grandparents and their activities;

(g) Establish personnel practices, including provision of position descriptions for project staff, and service policies for Foster Grandparents, including grievance and appeal procedures for both volunteers and project staff;

(h) Ensure compliance with ACTION requirements relating to nondiscrimination, religious activity, political activity, lobbying, patronage toward persons related by blood or marriage, labor or anti-labor organization or related activities, nondisplacement of employed workers, nonimpairment of contracts, and noncompensation for services;

(i) Maintain project records in accordance with generally accepted accounting practice and provide for the accurate and timely preparation and submission of reports required by ACTION;

(j) Develop Foster Grandparent service opportunities through volunteer stations;

(k) Obtain ACTION concurrence in the selection of volunteer stations prior to the placement of Foster Grandparents.

(l) Negotiate, prior to placement of Foster Grandparents, a written Memorandum of Understanding with each volunteer station, identifying sponsor responsibilities, volunteer station responsibilities and joint responsibilities;

(m) Orient volunteer station staff to the Program and its activities;

(n) Provide not less than 40 hours of pre-service orientation to Foster Grandparents;

(o) Arrange group in-service training for Foster Grandparents for a minimum of four hours each month;

(p) Provide or arrange for direct benefits (insurance, meals, physical examinations, recognition, stipends, transportation and uniforms, if needed) for the Foster Grandparents in a timely manner;

(q) Ensure provision for volunteer safety;

(r) Comply with program regulations, policies and procedures prescribed by ACTION;

(s) Ensure that appropriate liability insurance is maintained for owned, nonowned, or hired vehicles used in the project;

(t) Develop a realistic transportation plan for the project based on the lowest cost transportation modes; and

(u) Conduct an annual appraisal of volunteers' performance and an annual review of volunteers' income eligibility.

§ 1208.3-2 Project staff.

(a) Project staff are employees of the sponsor and are subject to its personnel policies and practices.

(b) ACTION must concur in writing with the sponsor's selection of a project director before such person is employed or earns pay from grant funds.

(c) The FGP Project Director shall serve full time and may not be employed or serve concurrently in another capacity, paid or unpaid, during established working hours, without prior approval from ACTION. This does not preclude participation of the project director in activities of related local agencies, boards or organizations for the purposes of coordination and facilitating achievement of project goals and objectives.

(d) Compensation levels for project staff, including wages, salaries and fringe benefits, should be comparable to like or similar positions in the sponsor organization and in the community.

§ 1208.3-3 Advisory council.

An Advisory Council shall be established to advise and assist the project sponsor and staff. There shall be a separate Advisory Council for each Older American Volunteer project administered by the sponsor. When a small number of volunteers is enrolled or other special conditions prevail, this requirement may be waived by the Director of OAVP. The Advisory Council shall;

(a) Advise the project director in the formulation of local policy, planning, and the development of operational procedures and practices consistent with program policies;

(b) Assist the sponsor by promoting community support for the project, advise on personnel actions affecting volunteers and project staff, and assist in developing local financial and in-kind resources;

(c) Include in its membership, when available: community, business and labor leaders, representatives for volunteer stations, public and private agencies, and persons specializing in the fields of aging, child development and voluntarism. In addition, at least one-fourth of the Advisory Council shall be low-income persons aged 60 or over. This group must include Foster Grandparents as voting members. The sponsor's chief executive or designee, one member of its governing board, and the project director should be members of the Advisory Council but may not be officers of the Advisory Council. The sponsor's chief executive and the project director may not be voting members. The member representing the sponsor's governing board may be a voting member. The provisions of Section 1208.5-1(d), Nondiscrimination, apply to the Advisory Council;

(d) Meet on a regular schedule and establish its own procedures, including election of officers and terms of office;

(e) Conduct an annual appraisal of project operation and submit a report to the sponsor, which shall be attached to the continuation grant application;

(f) Have an opportunity to advise the sponsor in advance on the selection or termination of the project director; and

(g) Ensure procedures are in effect to hear an appeal to actions affecting a Foster Grandparent adversely.

§ 1208.3-4 Volunteer station responsibility.

(a) Normally the volunteer station is an organization other than the sponsoring organization. The sponsor may function as a Foster Grandparent volunteer station only if the sponsor is:

(1) A state organization administering a statewide Foster Grandparent project where the volunteer station is part of the state organization, (2) a Federally recognized Indian tribal government, or (3) in a sparsely populated area. In such sparsely populated areas, up to 10% of the enrolled volunteers may be placed directly by the sponsor.

(b) Volunteer Station responsibilities include:

(1) Assisting with or arranging for volunteer transportation on or between assignments;

(2) Assisting in the provision of appropriate volunteer recognition;

(3) Developing and monitoring volunteer assignments, selecting children to be served, supervising the volunteers, assisting the sponsor in matching volunteers to assignments and in providing pre-service orientation and in-service training for the Foster Grandparents;

(4) Providing for volunteer safety;

(5) Keeping records and preparing reports required by the sponsor; and

(6) Signing, prior to the placement of Foster Grandparents, a Memorandum of Understanding with the sponsor establishing working relationships and mutual responsibilities, and detailing th responsibilities outlined above, as well as other agreed upon responsibilities, including the particulars of the volunteers' supervision.

(i) When Foster Grandparents are to serve in private homes, the Memorandum of Understanding shall also require that the volunteer station obtain a Letter of Agreement from the child's parent(s) authorizing or requesting volunteer service in the home and indicating what specific activities are to be performed. This agreement will constitute an individual care plan and will be followed for the child served by a Foster Grandparent in an in-home placement.

(ii) The Memorandum of Understanding is to be reviewed and, as appropriate, changed annually. It may be amended at any time by mutual agreement and must be signed and dated annually to indicate that review and update, if needed, have been accomplished.

§ 1208.3-5 Foster grandparents.

(a) *Eligibility.* (1) Foster Grandparents shall be 60 years of age or older, no longer in the regular work force, determined by a physical examination to be capable of serving children with exceptional or special needs without detriment to either themselves or the children served, and willing to accept supervision as required.

(2) Eligibility to be a Foster Grandparent may not be restricted on the basis of education, experience, citizenship, race, color, creed, belief, sex, national origin, handicap, or political affiliation.

(3) To be enrolled, a Foster Grandparent cannot have an annual income from all sources, exceeding the ACTION income eligibility guideline for the state in which he or she resides. The ACTION income eligibility guideline for each state is the higher amount of either:

(i) 125% of the poverty line as set forth in Section 625 of the Economic Opportunity Act of 1964, as amended by Public Law 92-424 (42 U.S.C. 2971d), or (ii) 100% of the poverty line plus the amount the state supplements Federal Supplemental Security Income (SSI).

In cases where a Foster Grandparent is a member of a household in which other persons share common expenses, his or her income eligibility is determined by the combined income of members of the household.

(4) Once enrolled, a Foster Grandparent shall remain eligible to serve and to receive a stipend as long as his or her income does not exceed the prescribed ACTION income eligibility guideline by 20%. Income eligibility shall be reviewed annually by the sponsor.

(5) Recruitment and selection of a Foster Grandparent may not be based on any requirement of employment experience or formal education.

(b) *Terms of service.* (1) Foster Grandparents serve a total of twenty hours a week, usually five days a week. Travel time between the volunteer's home and place of assignment may not be considered part of the service schedule and is not stipended. Travel time between individual assignments is a part of the service schedule. Meal time may be part of the service schedule only if meals are taken with the individual served, and the taking of meals together is deemed by the sponsor and the volunteer station to be beneficial to the person served.

(2) Foster Grandparents are volunteers, not employees, of the sponsor.

(c) *Direct benefits.* The total of direct benefits for Foster Grandparents, including stipends, insurance, transportation, meals, physical examinations, recognition, and uniforms if appropriate, shall be a sum equal to at least 90 percent of the amount of the ACTION federal share of the grant award. In exceptional circumstances, the Director may waive this requirement. Federal and non-federal resources can be used to make up this sum. Direct benefits may not be subject to any tax or charge or be treated as wages or compensation for the purposes of unemployment insurance, temporary disability, retirement, public assistance, or similar benefit payments or minimum wage laws. Direct Benefits include:

(1) *Insurance:* Foster Grandparents shall be provided with the ACTION-specified minimum levels of accident insurance, personal liability insurance and, when appropriate, excess automobile liability insurance.

(i) *Accident insurance:* Accident insurance shall cover Foster Grandparents for personal injury during travel between their homes and places of assignment, during their volunteer service, during meal periods while serving as a volunteer, and while attending project-sponsored activities, such as recognition activities, orientation and Advisory Council meetings. Protection shall be provided against claims in excess of any benefits or services for medical care or treatment available to the volunteer from other sources, including:

(A) Health insurance coverage;

(B) Other hospital or medical service plans;

(C) Any coverage under labor-management trusteed plans, union welfare plans, employer organization plans, or employee benefit organization plans; and

(D) Coverage under any governmental programs, or coverage provided by any statute.

When benefits are provided in the form of services rather than by cash payments, the reasonable cash value of each service rendered shall be

considered in determining the applicability of this provision. The benefits payable under a plan shall include the benefits that would have been payable had a claim been duly made therefor. The benefits payable shall be reduced to the extent necessary so that the sum of such reduced benefits and all the benefits provided for by any other plan shall not exceed the total expenses incurred by the volunteer.

(ii) *Personal Liability Insurance:* Protection shall be provided against claims in excess of protection provided by other insurance.

(iii) *Excess Automobile Liability Insurance:* Protection shall be provided against claims in excess of the greater of either:

(A) Liability insurance volunteers carry on their own automobiles, or

(B) The limits of applicable state financial responsibility law, or

(C) In the absence of a state financial responsibility law, levels of protection to be determined by ACTION for each person, each accident, and for property damage.

Foster Grandparents who drive their personal vehicles to or on assignments or project-related activities must maintain personal automobile liability insurance equal to or exceeding the levels established by (B) or (C) above.

(2) *Meals:* Within the limits of available resources and project policy, Foster Grandparents will be provided or will receive assistance with the cost of meals taken during their service schedule.

(3) *Physical Examinations:* Foster Grandparents are required to have a physical examination prior to assignment and annually thereafter.

(4) *Appropriate Recognition* will be provided for Foster Grandparents.

(5) *Stipends:* A Foster Grandparent will receive a stipend in an amount determined by ACTION and payable in regular installments. The minimum amount of the stipend is set by law and may be adjusted by the Director from time to time. When more than one eligible member of a household serves as a Foster Grandparent or Senior Companion, only one member shall be entitled to receive a stipend. All income-eligible members in such cases shall be entitled to other direct benefits. Only in cases where enrolled Foster Grandparent or Senior Companions marry, may each continue to receive a stipend.

(6) *Transportation:* Foster Grandparents shall be provided transportation or receive assistance with the cost of transportation to and from volunteer assignments and official project activities, including orientation, training, advisory council meetings and recognition events. Reimbursement will be within the limits of available resources and project policy. Project funds may not be utilized to reimburse Foster Grandparents for transportation provided for or on behalf of children.

§ 1208.3-6 Foster grandparent assignments.

(a) Foster Grandparents shall serve children with special or exceptional needs.

(b) Priority consideration shall be given to placing Foster Grandparents in assignments where: those assignments constitute early intervention; there is a possibility for significant improvement in the quality of life for the children served, and there is a probability of a long-term relationship between the Foster Grandparent and the child.

(c) Priority consideration shall also be given to preventing or minimizing institutionalization by placing Foster Grandparents with children in-home, in special education classes, in special training centers, in developmental centers, in day care centers for children with exceptional or special needs, in hospitals, and in the juvenile justice system.

(d) The individualized care plan for a Foster Grandparent to follow in each in-home assignment he or she receives, should include the projected role and functions of the Foster Grandparent, be updated on a regular basis, and be used as a guide for evaluating the child's development and the Foster Grandparent's role.

(e) Where state, county or local sponsor's definition(s) of children having exceptional needs and children with special needs vary from the definitions in § 1208.1–2 of these regulations, ACTION will determine the suitability of non-ACTION definition(s) in regard to placement of Foster Grandparents with children.

(f) Foster Grandparent activities develop person-to-person, supportive relationships with children and do not provide service to volunteer stations or any other agency or organization where volunteers serve. Activities of Foster Grandparents should serve the dual purpose of being personally meaningful to the volunteers themselves and providing support and companionship to the children served.

§ 1208.3–7 Children served.

(a) Identification of individual children to receive supportive person-to-person services from a Foster Grandparent is a responsibility of volunteer station professional staff and will be made in accordance with criteria specified in § 1208.3–6. Actual Foster Grandparent assignments to individual children and a determination of the length of time each child should receive such services will be made with concurrence of the sponsor or his or her designee, usually the project director, in accordance with the Memorandum of Understanding described in § 1208.3–1(1).

(b) Foster Grandparent concurrence with assignments to individual children is required.

(c) Preference will be given to assigning Foster Grandparents to young children. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children.

(d) When a Foster Grandparent is assigned to a mentally retarded child, that assignment may continue beyound the child's 21st birthday, provided:

(1) That such child was receiving such services prior to attaining the chronological age of 21;

(2) That the the public or private nonprofit agency (volunteer station) responsible for providing services to the child determines that it is in the best interest of both the Foster Grandparent and the child; and

(3) There is mutual agreement by all parties with respect to provision of services to the child involved.

Subpart D—Non-ACTION Funded Projects

§ 1208.4–1 Memorandum of agreement.

(a) If an eligible agency or organization wishes to sponsor a project without ACTION funding, and wishes to receive technical assistance and materials from ACTION, it must sign a Memorandum of Agreement with

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ACTION identifying mutual responsibilities and certifying its intent to comply with ACTION regulations.

(b) A non-ACTION funded project sponsor's noncompliance with the Memorandum of Agreement may result in suspension or termination of ACTION's technical assistance to the project.

(c) Termination of the agreement by either the project sponsor or ACTION will result in loss of the tax exempt status of volunteer direct benefits allowable to Foster Grandparents and loss of coverage by the statutory provision that receipt of the stipend will not affect the volunteers' eligibility for any governmental assistance.

(d) Entry into a Memorandum of Agreement with a sponsoring agency which does not receive ACTION funds will not, under any circumstances, Create a financial obligation on the part of ACTION for costs associated with the project including increases in required payments to volunteers which may result from changes in the Act or in ACTION regulations.

Subpart E—Sanctions and Legal Representation

§ 1206.5–1 Special limitations.

(a) *Political activities.* (1) No part of any grant shall be used to finance, directly or indirectly, any activity to influence the outcome of any election to public office, or any voter registration activity.

(2) No project shall be conducted in a manner involving the use of funds, the provision of services or the employment or assignment of personnel in a matter supporting or resulting in the identification of such project with (i) any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election, or (ii) any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election, or (iii) any voter registration activity.

(3) No Foster Grandparent or employee of a sponsor or volunteer station may take any action, when serving in such capacity, with respect to a partisan or nonpartisan political activity that would result in the identification or apparent identification of the Foster Grandparent Program with such activity.

(4) No grant funds may be used by the sponsor in any activity for the purpose of influencing the passage or defeat of legislation or proposals by initiative petition, except

(i) In any case in which a legislative body, a committee of a legislative body, or a member of a legislative body requests a Foster Grandparent, a sponsor chief executive, his or her designee, or project staff to draft, review or testify regarding measures or to make representation to such legislative body, committee or member; or

(ii) In connection with an authorization or appropriations measure directly affecting the operation of the Foster Grandparent Program.

Prohibitions on Electoral and Lobbying Activities are fully set forth in 45 CFR Part 1226.

(b) *Restrictions on State or local Government Employees.* If the sponsor is a State or local government agency which receives a grant from ACTION, certain restrictions contained in Chapter 15 of Title 5 of the United States Code are applicable. They are related to persons who are principally employed in activities associated with the project. The restrictions are not applicable to employees of educational or research institutions. An employee subject to these restrictions may not:

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(1) Use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

(2) Directly or indirectly coerce, attempt to coerce, command or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization agency, or person for political purposes; or

(3) Be a candidate for elective office, except in a non-partisan election.

"Nonpartisan election" means an election at which none of the candidates is to be nominated or elected as representing a political party any of whose candidates for Presidential elector received votes in the last preceding election at which Presidential electors were selected.

(c) *Religious activities.* Foster Grandparents and project staff funded by ACTION shall not give religious instruction, conduct worship services or engage in any form of proselytization as part of their duties.

(d) *Nondiscrimination.* For purposes of this subpart, and for purposes of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 d *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Age Discrimination Act of 1975 (Pub. L. 94-135, Title III; 42 U.S.C. 6101 *et seq.*), any program, project, or activity to which volunteers are assigned under this Act shall be deemed to be receiving Federal financial assistance.

(1) No person with responsibility in the operation of a project shall discriminate with respect to any activity or program because of race, creed, belief, color, national origin, sex, age, handicap, or political affiliation.

(2) Sponsors are required to take affirmative action to overcome the effects of prior discrimination. Even in the absence of prior discrimination, a sponsor may take affirmative action to overcome conditions which resulted in limiting participation.

(3) No person in the United States shall on the ground of sex be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with a Foster Grandparent project.

(e) *Labor and Anti-Labor Activity.* No grant funds shall be directly or indirectly utilized to finance labor or anti-labor organization or related activity.

(f) *Nondisplacement of Employed Workers.* A Foster Grandparent may not perform any service or duty or engage in any activity which would otherwise be performed by an employed worker or which would supplant the hiring of employed workers.

(g) *Nonimpairment of Contracts.* A Foster Grandparent may not perform any service or duty or engage in any activity which impairs an existing contract for service. The term "contract for service" includes but is not limited to contracts, understandings, and arrangements, either written or oral, to provide professional, managerial, technical, or administrative service.

(h) *Noncompensation for Services.* No person, organization, or agency shall request or receive any compensation for services of Foster Grandparents.

(i) *Nepotism.* Persons selected for project staff positions may not be related by blood or marriage to other project staff, sponsor staff or officers, or members of the sponsor Board of Directors, unless there is concurrence by the Advisory Council, with notification to ACTION.

(j) *Volunteer Separation.* A sponsor may separate a volunteer for cause, including, but not limited to, extensive

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or unauthorized absences, misconduct, inability to perform assignments or having income in excess of the eligibility level established by ACTION.

§ 1208.5-2 Legal representation.

Counsel may be employed and counsel fees, court costs, bail and other expenses incidental to the defense of a Foster Grandparent may be paid in a criminal, civil or administrative proceeding, when such a proceeding arises directly out of performance of the Foster Grandparent's activities. 45 CFR Part 1220 establishes the circumstances under which ACTION may pay such expenses.

Signed at Washington, D.C., this 3rd day of June 1983.

Thomas W. Pauken,

Director, ACTION.

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PART 1216—NONDISPLACEMENT OF EMPLOYED WORKERS AND NONIMPAIRMENT OF CONTRACTS FOR SERVICE

Sec.
1216.1-1 Purpose.
1216.1-2 Applicability of this part.
1216.1-3 Policy.
1216.1-4 Exceptions.

AUTHORITY: Secs. 402(12), 404(a), 420 of Pub. L. 93-113, 87 Stat. 394, 408, 414.

SOURCE: 40 FR 16209, Apr. 10, 1975, unless otherwise noted.

§ 1216.1-1 Purpose.

This part establishes rules to assure that the services of volunteers are limited to activities which would not otherwise be performed by employed workers and which will not supplant the hiring of, or result in the displacement of, employed workers or impair existing contracts for service. It implements section 404(a) of the Domestic Volunteer Service Act of 1973, Pub. L. 93-113 (the "Act").

§ 1216.1-2 Applicability of this part.

(a) All full-time and part-time volunteers assigned, referred or serving pursuant to grants, contracts, or agreements made pursuant to the Act.

(b) All agencies and organizations to which the volunteers in paragraph (a) of this section are assigned, referred or provide services.

§ 1216.1-3 Policy.

(a) Volunteers enrolled or participating in programs referred to in paragraphs (a) and (b) of § 1216.1-2 may not perform any services or duties or engage in activities which would otherwise be performed by an employed worker as part of his assigned duties as an employee.

§ 1216.1-4 Exceptions.

(a) The requirements of § 1216.1-3 are not applicable to the following, or similar, situations:

(1) Funds are unavailable for the employment of sufficient staff to accomplish a program authorized or of a character eligible for assistance under the Act and the activity, service, or duty is otherwise appropriate for the assignment of a volunteer.

(2) Volunteer services are required in order to avoid or relieve suffering threatened by or resulting from major natural disasters or civil disturbances.

(3) Reasonable efforts to obtain employed workers have been unsuccessful due to the unavailability of persons within the community who are able, willing, and qualified to perform the needed activities.

(4) The assignment of volunteers will significantly expand services to a target community over those which could be performed by existing paid staff, and the activity, service or duty is otherwise appropriate for the assignment of a volunteer and no actual displacement of paid staff will occur as a result of the assignment.

(b) For the purposes of paragraphs (a)(1) and (4) of this section, the assignment is not appropriate for the assignment of a volunteer if:

(1) The service, duty, or activity is principally a routine administrative or clerical task. This definition applies only to any service, duty, or activity performed by a volunteer receiving financial support apart from reimbursement for expenses.

(2) The volunteer is not directly in contact with groups or individuals whom the Act is designed to serve or is not performing services, duties, or engaged in activities authorized or of a character eligible for assistance under the Act.

(b) Volunteer referred to in paragraph (a) of this section may not perform any services or duties or engage in activities which will supplant the hiring of employed workers. This prohibition is violated if, prior to engaging a volunteer, an agency or organization referred to in § 1216.1-2(c) had intended to hire a person to undertake all or a substantial part of the services, duties, or other activities to be provided by the volunteer.

(c) Volunteers referred to in paragraph (a) of this section may not perform any services or duties or engage in activities which result in the displacement of employed workers. Such volunteers may not perform services

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or duties which have been performed by or were assigned to, any of the following:

(1) Presently employed workers,

(2) Employees who recently resigned or were discharged,

(3) Employees who are on leave (terminal, temporary, vacation, emergency, or sick), or

(4) Employees who are on strike or who are being locked out.

(d) Volunteers referred to in paragraph (a) of this section may not perform any services or duties or engage in activities which impair existing contracts for service. This prohibition is violated if a contract for services is modified or cancelled because an agency or organization referred to in § 1216.1-2(b) engages a volunteer to provide or perform all or a substantial part of any services, duties, or other activities set forth in such contract. The term "contract for services" includes but is not limited to contracts, understandings and arrangements, either written or oral, to provide professional, managerial, technical, or administrative services.

(e) Agencies and organizations referred to in § 1216.1-2(b) are prohibited from assigning or permitting volunteers referred to in § 1216.1-2(a) to perform any services or duties or engage in any activities prohibited by paragraphs (a)–(d) of this section.

APPENDIX 4

SAMPLE POSITION DESCRIPTION

Project Director

Foster Grandparent Program
Name of Sponsoring Organization
City, State

Under the general direction of the Executive Director of the sponsoring organization, and ACTION policy guidance, the FGP Project Director has full-time responsibility for the development and day-to-day operation of the local FGP project in cooperation with the Sponsor and FGP Advisory Council.

Responsibilities

1. Provides liaison for all aspects of the FGP project with the sponsoring organization through its Executive Director.

2. Selects, trains, and supervises other FGP project staff.

3. Adheres to and administers personnel policies and procedures for project staff and Foster Grandparents consistent with those of the sponsor and with the recommendations of the FGP Advisory Council.

4. Provides staff assistance to the FGP Advisory Council, consults the Council on significant plans, local project policies, actions, changes, and problems affecting the project.

5. Arranges and provides orientation and in-service instruction for Foster Grandparents.

6. Develops Memoranda of Understanding and other appropriate documents with volunteer stations in cooperation with the sponsor.

7. Formulates and implements recruitment, selection, and placement of Foster Grandparents.

8. Arranges Foster Grandparent direct benefits, information and referral, and provides necessary counsel and advice.

9. Maintains cooperative working relations with community service agencies and organizations whose activities can benefit the program or individual Foster Grandparents.

10. Plans and conducts a continuous program of public relations in cooperation with the Executive Director.

11. Coordinates efforts with volunteer stations to develop volunteer training.

12. Develops and maintains financial, personnel, program and volunteer records.

13. Adheres to the approved budget; applies sound financial procedures, maintains bookkeeping system and authorizes expenditures for the project including specific approval of any vouchers for reimbursement submitted by the Foster Grandparents.

14. Evaluates effectiveness of operational procedures and program activities.

15. Attends ACTION training programs and other appropriate meetings and conferences on aging, voluntarism, and related fields, as authorized by ACTION.

16. Performs related work as required.

Qualifications

1. Background in community development and service delivery programs.

2. Experience in working with older persons, volunteers and/or children.

3. Strong interpersonal and communications skills.

APPENDIX 5

SAMPLE
(May be adapted for local use)

MEMORANDUM OF UNDERSTANDING

Between

Name of Sponsor _____

Address _____

Telephone No. _____

and

Volunteer Station _____

Address _____

Telephone No. _____

The parties agree to abide by the attached basic provisions, which become part of this agreement. The sponsor representative who will serve as liaison with the volunteer station is _____; Telephone No. _____.

The volunteer station representative who will serve as liaison with the sponsor and will be directly responsible for volunteer orientation and supervision is _____; Telephone No. _____.

This agreement may be amended with thirty days notice for a major alteration of terms and immediately for a minor change by either of the parties.

Consider this Memorandum of Understanding to be in effect from _____ through _____.

APPENDIX 5

SAMPLE (may be adapted for local use)

MEMORANDUM OF UNDERSTANDING BASIC PROVISIONS

1. The sponsor will:

   a. Place _____ Foster Grandparents to serve _____ children with special or exceptional needs for a period of 20 hours per week with approval of the FGP project director in accordance with FGP guidelines.

   b. Recruit, interview, enroll, and refer volunteers in the project.

   c. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as appropriate.

   d. Refer volunteers to the volunteer station for individual assignment.

   e. Furnish adequate accident and liability insurance coverage as required by FGP project guidelines.

   f. Retain full responsiblity for the management and fiscal control of the project.

   g. Arrange for the transportation of all FGP volunteers to and from the volunteer station.

   h. Arrange physical examinations for all Foster Grandparents, initially prior to assignment, and annually thereafter.

   i. Within the limits of available resources and project policy, insure volunteers are provided or receive assistance with the cost of a meal taken during the service schedule.

   j. Specify activities to be performed by the volunteers under the direction of the volunteer station in cooperation with the FGP staff.

   k. Provide in-service training for volunteers at least once a month for four hours.

APPENDIX 5

1. Insure a written Letter of Agreement is signed authorizing service in-home by the Foster Grandparent and specifying volunteer activities to be performed.

m. In cooperation with the project Advisory Council, arrange for appeal procedures to resolve problems arising between the volunteer, the station and/or the sponsor.

2. The Volunteer Station will:

a. Designate a coordinator to serve as liaison with the project.

b. Provide supervision of volunteers on assignment in coordination with the sponsor.

c. Provide Foster Grandparents with assignments which utilize their skills and training.

d. Assist sponsor in the coordination of volunteer assignments, orientation, in-service instruction and other project-related activities.

e. Have the right to request the sponsor to reassign a volunteer.

f. Provide for adequate health and safety protection of volunteers.

g. Collect and validate appropriate volunteer reports for submission to the sponsor.

h. In consultation with the sponsor, make investigations and reports regarding accidents and injuries involving volunteers.

i. Obtain a written Letter of Agreement prior to assignment of Foster Grandparents in homes of children served, specifying volunteer activities to be performed. This Letter of Agreement will be signed by the volunteer station and the child's legal representative(s).

j. Provide cash/in-kind contribution(s) in support of the project:

	Budget Item	Amount
1)	_____	_____
2)	_____	_____
3)	_____	_____

APPENDIX 5

Signers:

FOSTER GRANDPARENT PROGRAM	VOLUNTEER STATION
BY _____	BY _____
TITLE _____	TITLE _____
_____	_____
ADDRESS _____	ADDRESS _____
_____	_____
_____	_____
DATE _____	DATE _____

APPENDIX 6

SAMPLE

LETTER OF AGREEMENT

The FOSTER GRANDPARENT PROGRAM of _____ has been asked by the _____ to place
(Volunteer Station)

_____ in the home of
(Foster Grandparent's Name)

_____ at _____.
(Child's Name) (Address)

The following services will be performed under the supervision of the Volunteer Station Staff: _____

_____

_____

_____

_____

Volunteer services may be terminated by the Sponsor at any time upon request of any of the undersigned parties.

_____
FGP Director Date

_____
Volunteer Station Representative Date

_____
Child's Parent/Guardian Date

SAMPLE

FOSTER GRANDPARENT PROGRAM

CHILD CARE PLAN

Child's Name:	Volunteer Station:
Birthdate:	
Address:	Other Services Provided to Child
Telephone:	

Assessment of Child's Problems:

1.

2.

3.

4.

5.

Foster Grandparent Tasks:

1.

2.

3.

4.

Desired Results of Grandparent's Involvement:

1.

2.

3.

4.

APPENDIX 7

Proposed Schedule of Hours and Days for the Grandparent:

_____

_____

_____

Reason(s) for Termination of Service: _____

_____

Date Terminated: _____

_____

_____ _____
Volunteer Station Representative Date

_____ _____
FGP Project Representative Date

_____ _____
Child's Parent/Guardian Date

_____ _____
Foster Grandparent Date

19190

Notices

Federal Register
Vol. 48. No. 83
Thursday. April 28. 1983

This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

ACTION

Foster Grandparent and Senior Companion Programs; Income Eligibility Levels

AGENCY: ACTION.

ACTION: Notice of revision of income eligibility levels for Foster Grandparent and Senior Companion Programs.

SUMMARY: This notice revises the schedules of income eligibility levels for individuals and families for the Foster Grandparent and Senior Companion Programs published in the **Federal Register** June 25, 1982 (47 FR 27575). The revised schedule is based on revised Poverty Income Guidelines from DHHS, effective February 17, 1983. This revision adopts as the income eligibility level for each State the higher amount of either (a) 125% of the DHHS Poverty Income Guideline, or (b) 100% of the DHHS Poverty Income Guideline plus the amount each state supplements Federal SSI.

EFFECTIVE DATE: April 28, 1983.

FOR FURTHER INFORMATION CONTACT: C. Wade Freeman, Director, Older American Volunteer Programs, ACTION, 806 Connecticut Avenue, N.W., Room M-1006, Washington, D.C. 20525, or telephone toll free (800) 424-8580, extension 239 or (202) 254-7310.

SUPPLEMENTARY INFORMATION: These ACTION programs are authorized pursuant to Section 211 and 213 of the Domestic Volunteer Service Act of 1973, as amended, Pub. L. 93-113, 87 Stat. 414. The income eligibility levels are determined by the currently applicable guideline published by DHHS pursuant to Sections 652 and 673(2) of the Omnibus Budget Reconciliation Act of 1981 which requires poverty income guidelines to be adjusted for Consumer Price Index changes.

SCHEDULE OF INCOME ELIGIBILITY LEVELS: FOSTER GRANDPARENT AND SENIOR COMPANION PROGRAMS

State	For family units of							
	1	2	3	4	5	6	7	8
Alaska	$8,250	$12,700	$14,800	$18,900	$18,000	$21,000	$23,380	$25,880
California	6,880	11,480	13,180	14,840	16,520	18,200	19,880	21,580
Colorado	6,080	8,800	11,280	12,980	14,640	16,580	18,880	20,780
Hawaii	7,000	9,420	11,830	14,240	16,650	19,070	21,480	23,890
Massachusetts	6,510	9,120	10,880	12,480	14,480	16,580	18,880	20,780
Oklahoma	6,080	8,440	10,280	12,380	14,480	16,580	18,880	20,780
Wisconsin	6,080	8,480	10,280	12,380	14,480	16,580	18,880	20,780
For all other states, the District of Columbia, Guam, Puerto Rico and the Virgin Islands	6,080	8,180	10,280	12,380	14,480	16,580	18,880	20,780

The income eligibility levels will be reviewed at least once a year, and similar schedules will be prepared to reflect any changes required as a result of that review.

For family units with more than eight members, add the appropriate supplement for each additional member over eight as follows:

Alaska—$2,630
Hawaii—2,420
All others—2,100

Signed at Washington, D.C., this 21st day of April, 1983.

Thomas W. Pauken,
Director.

[FR Doc. 83-11282 Filed 4-27-83; 8:45 am]
BILLING CODE 6050-01-M

BEST COPY AVAILABLE

APPENDIX 9

FGP VOLUNTEER APPLICATION
(Your City, Your State)

_____ (Name Typed or Printed)

_____ (Signature) _____ (Date)

Address: _____
(Street, City or Town, Zip Code)

_____ _____ _____ _____
Telephone No. Social Security No. Medicare No. Medicaid No.

___ _____ _____
Age Birth Date Birth Place Married __ Single__ Widowed __

Years of School Completed __ Previous Occupation _____

Physical Condition:

Excellent____ Good____ Fair____ Poor____ Please Explain:

_____

Name, address, and phone number
of Contact in Emergency _____

Name, address, and phone
number of Physician _____

No. of Persons Living in Your Home ___

Name(s) of Legal Dependents _____

_____

_____

Your Estimated Net Income for the Next
12 Months $ _____

Total Income for Your Entire
Household:
Current _____
Next 12 months _____

Current Year Income Sources & Amounts	
Social Security	$ _____
SSI	$ _____
Annuity Income	$ _____
Pension Income	$ _____
Net Rent Income	$ _____
Interest Income	$ _____
Income from Stocks & Bonds	$ _____
Public Assistance	$ _____
Other	$ _____
TOTAL	$ _____

APPENDIX 9

Tell Why You Wish to be A Foster Grandparent: _____

_____

_____

_____

What Kind of Transportation Do You Plan to Use? _____

Membership In Senior Clubs or Organizations _____

Hobbies and Special Skills _____

Language(s) Spoken _____

Willing to Serve: Mornings__ Afternoons__ Evenings__

Saturdays__ Sundays__

Two Character References (Not Relatives):

Name: Address: City: Phone:

_____

_____

APPENDIX 10

FGP ANNUAL INCOME REVIEW

The Foster Grandparent Program is required to make a yearly income verification on all Foster Grandparents participating in this program. Please fill out as completely as you can the entire form. List all sources of income; check for accuracy. This information will be kept confidential.

Name of Foster Grandparent _____

Number of Dependents _____ Marital Status _____

Present Address _____

	Actual Income Last Year	Anticipated Income Next Year
Monthly Social Security Benefits ($ _____)	$ _____	$ _____
Supplemental Security Income	$ _____	$ _____
Income From Annuities	$ _____	$ _____
Net Rental Income From Real Estate	$ _____	$ _____
Interest Received	$ _____	$ _____
Income from Stocks and Bonds (Valuation $ _____)	$ _____	$ _____
Other Income	$ _____	$ _____
TOTAL	$ _____	$ _____

I certify that the information furnished above is correct and understand that falsification of information may result in my disenrollment as a Foster Grandparent.

Date of Review _____ Foster Grandparent Signature _____

Project Staff Signature _____

SAMPLE

VOLUNTEER ENROLLMENT RECORD AND INSURANCE FORM

NAME: _____
(Last) (First)

ADDRESS: _____

STATE: _____ ZIP CODE: _____ PHONE #: _____

BIRTH PLACE: _____ LANGUAGES SPOKEN: _____

DATE OF BIRTH: _____

ELEMENTARY SCHOOL: _____ HIGH SCHOOL: _____ COLLEGE: ____

SINGLE: _____ MARRIED: _____ WIDOWED: _____

EMERGENCY CONTACT'S NAME: _____ PHONE #: _____

Address: _____ City: ____ State: _____

REFERRED BY: _____

STATION: _____ ASSIGNMENT: _____

- -

BENEFICIARY(S) FOR FGP ACCIDENT INSURANCE

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____ STATE: _____

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____ STATE: _____

_____ _____
(Signature of Project Director) (Signature of FGP Volunteer)

_____ _____
(Date) (Date)

OMB Approval 3001.0093
Expires 6/30/86

OLDER AMERICAN VOLUNTEER PROGRAMS

PROJECT PROGRESS REPORT

Sponsor Name_____ Project Name_____

Address of Project_____

Person Completing Report_____
(Name) (Title)

Telephone_____ Circle quarter of budget period (1 2 3 4)

Dates of Reporting Period_____ to _____ Grant No._____
(Month/Year) (Month/Year)

ACTION Program Covered by this Report (Check) RSVP_____ FGP_____ SCP_____

PROJECT ACCOMPLISHMENTS

1. Attach a copy of the Project Work Plan and Administrative Milestones, if applicable, and provide sufficient information in column C as to actual project accomplishments so that reviewing official can evaluate progress. Also, attach copies of press clippings, flyers, letters, Advisory Council minutes, etc., which relate to the project's activities and achievements.

2. Attach a one-page narrative summary prepared by the Project Director which describes successes or difficulties.

PROBLEMS

3. Briefly describe any problems which are hindering the achievement of the project's goals and objectives. (Discuss each goal/objective not achieved.)

4. How do you plan to solve the problems described in No. 3 above?

5. What kind of assistance do you need from ACTION regarding the management and support of this project and/or volunteers?

RESOURCES GENERATED

6. Describe resources (funding, facilities, other in-kind support, etc.) generated for the project, if not reflected in column C of Project Work Plan, Administrative Milestones, or Budget. Provide quantitative data where possible.

7. Briefly explain reasons for overexpenditures or underexpenditures of budget line items, i.e., where actual expenditures through the end of this quarter do not correspond to the percentage of the budget period which has been completed.

8. RSVP only: Number of different volunteers serving during this reporting period: ____
FGP/SCP: Number of volunteers at end of quarter ____

9. Number of volunteer hours served this quarter ____

10. FGP/SCP only: Number of Volunteer Service Years (VSYs) this quarter: ____
Year to date: ____

11. Federal and Total Cost per Volunteer: $____ (Federal) $____ (Total)

12. Federal and Total Cost per Volunteer Hour $____ (Federal) $____ (Total)

13. Number of volunteers serving in OAVP Special Emphasis Areas during quarter:

Acute Care	____	Literacy	____
Alcohol/Drug Abuse	____	Long Term Care	____
Child Abuse/Neglect	____	Mental Health	____
Crime Prevention	____	Refugees	____
Early Intervention	____	Runaway Youth	____
Energy	____	Terminally Ill	____
Fixed Income Consumer Counselling	____	Troubled Youth	____

Signature of Sponsor Director Date

Type Name and Title

August 15, 1983

Handbook 4405.90

APPENDIX 13

OLDER AMERICAN VOLUNTEER PROGRAMS

PROJECT PROFILE
AND
VOLUNTEER ACTIVITY SURVEY

ACTION Form No. A-1021 (4/83)

OMB Approval #3001-0058
Expires June 30, 1985

INSTRUCTIONS FOR COMPLETING THE PROJECT PROFILE QUESTIONNAIRE

1. Please read the following brief instructions before completing the questionnaire form.

2. This year's form has been modified in order to reduce the reporting burden and to facilitate the computer processing of survey results. The majority of the changes in the reporting requirements were made at the end of the document in the section pertaining to Project Activities.

3. You will note that the questionnaire has been coded for automatic tabulation and analysis. All spaces for data entry have been blocked and numbered for key punching and data reference. Therefore, the numbers under the blocks have no relevance to the data that you are asked to provide. You are requested to use one block for each alphabetic letter or numerical digit.

4. The use for abbreviations such as RSVP, FGP, and SCP in the project name and elsewhere is encouraged.

5. When reporting numerical data, use whole numbers only. *Do not use fractions or decimals.* Also, numerical responses *must* be registered to the *right*. That is to say, all single digit numbers must be placed in the block furthest to the right and place 0's in all other blank spaces, e.g., the number 7 in a 5 block range should appear as 00007, and the number 12 should be written as 00012. Any other configuration will result in inaccurate results.

6. In reporting a street address, record the address number, skip one block and record the name of the street, city, state, and zip code in the spaces provided, placing each letter in a separate block and skipping spaces where appropriate.

7. The inclusion of sums or other marginal notes where spaces have not been provided will not be tabulated by the computer.

8. Please note that the data requested in Question #4 should be estimated only. Volunteers must not be asked to identify their ethnic origins either verbally or through the use of questionnaires if the questionnaires identify the individual by any means such as name, social security number, etc.

9. Your assistance in providing the requested information is appreciated. We hope to be able to share significant findings with project directors when the tabulations are complete. Please help us by checking the consistency of data supplied in different sections of the form, e.g., the total of volunteers reported in Question #2 should agree with the sums of the figures asked for in Questions #3, 4, 5, etc

OLDER AMERICAN VOLUNTEER PROGRAMS

Project Profile

Project Name (1-50)

Check: RSVP: (98) FGP: (99) SCP: (100)

Street Address (51-75)

City (76-90) ST (91-92) ZIP (93-97)

Project Director Name: (101-124) Telephone: A C (125-127) (128-134)

Sponsor Name (136-182)

Street Address (183-207)

City (208-222) ST (223-224) ZIP (225-230)

Grant No. (231-239) Year of Report: 198 (240)

Congressional District in which OAVP project office is located: (241-242)

Additional Congressional Districts, if any, which are included in the project's service area: (243-244) (245-246) (247-248)

The reporting for the following information is the 12 month period ending March 31.

1. Number of volunteers budgeted in the grant award in effect on March 31. (249-254)

2. Number of volunteers on *active* status as of March 31, by age groups:

60 - 69	70 - 79	80 - 84	85 plus	Total
(255-260)	(261-266)	(267-272)	(273-278)	(279-284)

3. Number of volunteers on *active* status as of March 31, by sex:

No. Female: (285-290)

No. Male: (291-296)

4. Estimated Number of volunteers on *active* status as of March 31, by ethnic group to which they belong:

Am. Indian or Alaskan Native	Asian or Pacific Islander	Black (not Hispanic origin)	Hispanic	White (not Hispanic origin)
(297-302)	(303-308)	(309-314)	(315-320)	(321-326)

5. Number of volunteers on *active* status as of March 31 serving in areas with:

Population of 50,000 or over (327-332)

Population less than 50,000

6. Number of volunteers on active status as of March 31 who can be classified as being handicapped. (HHS defines handicapped as "having physical or mental impairments that substantially limit one or more major life activities.") ..... (339-344)

7. Number of volunteers using the following types of transportation:

   a. Volunteers driving own vehicles ..... (345-350)

   b. Vehicle owned or rented by sponsor OAVP project, volunteer station, or another volunteer ..... (351-356)

   c. Taxi ..... (357-362)

   d. Public transportation ..... (363-368)

   e. Walk ..... (369-374)

   Total of lines a through e ..... (375-380)

8. Number of volunteers requesting reimbursement for transportation during the entire twelve month reporting period ..... (381-386)

9. Number of volunteers receiving reimbursement for transportation during the entire twelve month reporting period ..... (387-392)

10. Number of volunteers separating from project during the twelve month reporting period for each reason shown below:

   a. Employment, moved, family-related problems, new interests, or other activities ..... (393-397)

   b. Health problems, death ..... (398-402)

   c. Transportation difficulties ..... (403-407)

   d. Volunteer dissatisfaction ..... (408-412)

   e. Income over the guidelines (stipended programs) ..... (413-417)

   f. Poor performance ..... (418-422)

   g. Other ..... (423-427)

   Total of lines a through g ..... (428-432)

11. Number of volunteer applicants, including enrolled substitutes, on waiting list ..... (433-437)

12. Number of volunteer stations ..... (438-442)

13. Number of copies of *Prime Times* your project should receive ..... (443-447)

RETIRED SENIOR VOLUNTEER PROGRAM ONLY (Questions 14 and 15)

14. Number of hours served during the entire twelve month reporting period. Please round off to the nearest whole number of hours ..... (448-455)

15. Average number of active volunteers serving during the reporting period. (To find the average, add together each of the twelve monthly totals of active volunteers, then divide by twelve.) ..... (456-461)

FOSTER GRANDPARENTS ONLY (Questions 16 through 19)

16. Number of children being served and Foster Grandparents serving through each type of volunteer station listed below as of the last week of the reporting period.

TYPE OF VOLUNTEER STATION	No. of Children Served	No. of Foster Grandparents
Residential Institutions		
a. Mental retardation	(462-466)	(467-471)
b. Mental health	(472-476)	(477-481)
c. Correctional	(482-486)	(487-491)
d. Physically handicapped	(492-496)	(497-501)
e. Acute care hospitals	(502-506)	(507-511)
f. Other	(512-516)	(517-521)
Total of lines a through f	(522-526)	(527-531)
Non-Residential Settings		
h. Day care centers/Pre-school	(532-536)	(537-541)
i. Head Start	(542-546)	(547-551)
j. Kindergarten through 12th grade	(552-556)	(557-561)
k. Group Shelters	(562-566)	(567-571)
l. Courts	(572-576)	(577-581)
m. Other	(582-586)	(587-591)
Total of lines h through m	(592-596)	(597-601)

17. Number of Foster Grandparents serving in private homes as of the last week of the reporting period. (602-606)

18. Number of Foster Grandparents who were serving the following number of children as of the last week of the reporting period:

One	Two	Three to Five	Six to Ten	Eleven or More
(607-611)	(612-616)	(617-621)	(622-626)	(627-631)

19. Number of children being served by Foster Grandparents as of the last week of the reporting period by age group:

Age Group	Number	Age Group	Number
Birth through 5 years	(632-636)	6 through 12 years	(637-641)
13 through 20 years	(642-646)	21 or over	(647-651)

SENIOR COMPANION PROGRAM ONLY (Questions 20 through 25)

20. Number of Senior Companions who are serving the following number of adults as of the last week of the reporting period:

One	Two	Three to Five	Six to ten	Eleven or more
(652-656)	(657-661)	(662-666)	(667-671)	(672-676)

21. Number of clients served by Senior Companions as of the last week of the reporting period by age group:

Age Group	Number	Age Group	Number
22 through 45 years	(677-681)	46 through 59 years	(682-686)
60 through 74 years	(687-691)	75 years or over	(692-696)

22. Number of clients being served and number of Senior Companions serving through each type of volunteer station listed below as of the last week of the reporting period:

TYPE OF VOLUNTEER STATION	Number of Clients Served	Number of Senior Companions
a. Nursing homes/convalescent hospitals	(697-701)	(702-706)
b. Acute care hospitals	(707-711)	(712-716)
c. Rehabilitation associations and centers	(717-721)	(722-726)
d. Public health departments (including clinics)	(727-731)	(732-736)
e. Private nonprofit health agencies (including clinics and visiting nurse associations)	(737-741)	(742-746)
f. Home health care agencies (do not include this type in responses to item d or item e)	(747-751)	(752-756)
g. Nonresidential public and private nonprofit mental health agencies or associations	(757-761)	(762-766)
h. Residential mental health centers or hospitals or institutions	(767-771)	(772-776)
i. Residential mental retardation centers or hospitals or institutions	(777-781)	(782-786)
j. Day care centers	(787-791)	(792-796)
k. Nutrition sites	(797-801)	(802-806)
l. Public and private nonprofit social service agencies (excluding Agencies on Aging)	(807-811)	(812-816)
m. Multi-purpose centers (including senior centers)	(817-821)	(822-826)
n. Public and private nonprofit Agencies on Aging	(827-831)	(832-836)
Other	(837-841)	(842-846)
Total responses of items a through n	(847-851)	(852-856)

1. HEALTH AND NUTRITION

101	(944)	Health Planning	111	(954)	Immunization (Disease Control)
102	(945)	Delivery of Health Services	012	(955)	Pollution-Caused Diseases
103	(946)	Health Education	113	(956)	Alcohol/Drug Abuse
104	(947)	Maternal/Child Health Services	114	(957)	Crisis Intervention
105	(948)	Family Planning	115	(958)	Physically Handicapped Program
106	(949)	Mental Health	116	(959)	Family Life Education
107	(950)	Disability Treatment	117	(960)	Long Term Care
108	(951)	Nutrition	118	(961)	Terminally Ill
109	(952)	Sanitation	120	(962)	Other
110	(953)	Mental Retardation			

2. FOOD AND WATER

220	(970)	Agricultural Education	222	(972)	Other
221	(971)	Food Banks/Gleaning			

3. KNOWLEDGE AND SKILLS

301	(975)	Child Care/Day Care	314	(983)	Vocational Education
302	(976)	Early Childhood/Pre-School	315	(984)	Adult Basic Education/GED
303	(977)	Elementary Education	317	(985)	Library Services
305	(978)	Secondary Education	318	(986)	Cultural Heritage
308	(979)	University Education	319	(987)	High School Drop-Out Prevention
311	(980)	Special Education	320	(988)	Career Counseling
312	(981)	Tutoring/Remedial Reading/Literacy	330	(989)	Other
313	(982)	English as a Second Language			

4. ECONOMIC DEVELOPMENT

402	(995)	Demography, Statis. Population	411	(1000)	Job Development/Placement
404	(996)	Entrepreneur Assistance	412	(1001)	Consumer Protection/Education
407	(997)	Consumer Cooperative/Buying	413	(1002)	Home Management
408	(998)	Credit Cooperatives/Unions	414	(1003)	Thrift Store
409	(999)	Crafts/Artisan Cooperatives	420	(1004)	Other

23. Number of Senior Companions serving in private homes as of the last week of the reporting period. ⌊⌋⌋⌋⌋⌋ (857-861)

24. Number of Senior Companions serving clients through individual care plans as of the last week of the reporting period. ⌊⌋⌋⌋⌋⌋ (862-866)

25. Number of clients being served by Senior Companions through individual care plans as of the last week of the reporting period. ⌊⌋⌋⌋⌋⌋ (867-871)

OAVP PROJECT ACTIVITIES SURVEY

A. Volunteer Service Hours Delivered

Please report the estimated total number of volunteer service hours delivered by the project in each of the major basic human need categories during the twelve month period ending March 31.

Basic Human Need Categories	Number of Volunteer Service Hours Delivered
1. Health and Nutrition	⌊⌋⌋⌋⌋⌋⌋⌋ (872-879)
2. Food and Water	⌊⌋⌋⌋⌋⌋⌋⌋ (880-887)
3. Knowledge and Skills	⌊⌋⌋⌋⌋⌋⌋⌋ (888-895)
4. Economic Development/Income	⌊⌋⌋⌋⌋⌋⌋⌋ (896-903)
5. Housing	⌊⌋⌋⌋⌋⌋⌋⌋ (904-911)
6. Energy/Conservation	⌊⌋⌋⌋⌋⌋⌋⌋ (912-919)
7. Community Services	⌊⌋⌋⌋⌋⌋⌋⌋ (920-927)
8. Criminal Justice	⌊⌋⌋⌋⌋⌋⌋⌋ (928-935)
Total Hours of Service Delivered	⌊⌋⌋⌋⌋⌋⌋⌋ (936-943)

B. Major Types of Volunteer Activities

Listed below under each of the eight basic human need categories are a number of activities representing the types of possible services delivered by the project's volunteers. Please indicate within each category which of the activities best describes the principal services delivered by your volunteers during the past year, as reported in Section A above. Since your volunteers have undoubtedly provided services in a number of functional areas, please indicate using a scale of 1 to 3 the relative magnitude of each of the activities reported. In those areas which involve the greater number of volunteer hours delivered mark (1); and those which received a moderate level of volunteer effort mark (2); and those which received a small or minimum effort mark (3). Please leave the space blank if the level of activity was inconsequential. The categories and activity areas are the same used in previous surveys and are described in the booklet entitled: Definitions of OAVP Activities in Basic Human Needs.

5. HOUSING

502 ___ (1010) Housing Rehabilitation/Construction

503 ___ (1011) Housing Referral/Relocation

504 ___ (1012) Home Owners Assistance

520 ___ (1013) Other

6. ENERGY/CONSERVATION

601 ___ (1020) Energy Conservation/Production

602 ___ (1021) Environ. Protection/Pollution Control

607 ___ (1022) Forest Support Services

609 ___ (1023) Recycling

610 ___ (1024) Winterization/Weatherization

620 ___ (1025) Other

7. COMMUNITY SERVICES

702 ___ (1030) Community Facility (Design/ Construction)

704 ___ (1031) Transportation System/Service

707 ___ (1032) Neighborhood Beautification

708 ___ (1033) Regional/State/City Planning

710 ___ (1034) Comprehensive Social Service Planning

711 ___ (1035) Comprehensive Social Service Delivery

712 ___ (1036) Community Organization

713 ___ (1037) Volunteer Programs

714 ___ (1038) Recreation

715 ___ (1039) Communications Media

716 ___ (1040) Safety/Accident Prevention

717 ___ (1041) Disaster Relief Assistance

718 ___ (1042) Offender/Ex-Offender Rehabilitation

719 ___ (1043) Special Youth Services (including Runaway Youth)

720 ___ (1044) Adult Day Care

721 ___ (1045) Companionship Outreach

722 ___ (1046) Child Abuse/Neglect

723 ___ (1047) Senior Citizen Assistance

724 ___ (1048) Services to Vietnam Veterans

725 ___ (1049) Refugee Assistance

740 ___ (1050) Other

8. CRIMINAL JUSTICE

801 ___ (1060) Legal Public Education

804 ___ (1061) Delinquency/Crime Prevention

807 ___ (1062) Prisoner Assistance

808 ___ (1063) Ex-Offender Aid

809 ___ (1064) Victim/Witness Assistance

810 ___ (1065) Other

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